App. F. IX-4

Previous References
July: 26-39 Nos 1-3.

193 8.
(P+S.)

File No. 23-38
Serial Nos. 1204.

Letter References
P+S 22-38, Nos. 7-8.
27-29 (1-3)

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4.

(50)

Part B for November 1938.

SUBJECT.

Administration Report of the Stationery Depot for 37-38.

A.G. 3905-6 D. 3/11/1938.

To The Supt of St'y, Bldgs. The Comptr & Govt. Actuary

Reviews The Report for 37-38.

WD 0295—GPB—22,500—18-8-37

Administration Report of the Stationery Depot. for 1937-38

972.

General and Revenue Secretariat P & S File No. 23 of 1938. [App. F. III–2 145

Serial No.	
1	From the Supdt of Stationery No. S. 521 Dr 13-8-38 Forwards the report on the working of the Govt. Stationery Depot for the year 1937-38 1) This may be sent to the A.R. Section for taking a copy placed below. DS 17/8 (A.P. Sahi) 17/8 17/8 2) Send with a draft to the Supdt, Govt Printing as usual DS 17/8. 17/8 17/8 3) Done 17/8
2	To the Supdt., Govt. Printing No. G 1711 Dr 23-8-38 Sends a copy of the Annual report for printing.
3	From the Supdt, Govt. Printing No. S 578 Dr 18-8-38 Forwards a summary of the annual report. 4) Send with a draft reveca DS 29/8 29/8

Copy taken and file returned 17/8

TYPING SECTION 17 AUG. 1938 DFN. & R.

NOTE—Contn. Sheet.

Annual administration report of the stationery Depot.

P & S File No. 23 972/065 of 1938. | General and Revenue Secretariat 14b 15D

Serial No.

5) Resumd. In page 3 of the annual Report there seems to be some discrepancy in the figures given there. In the first para of that page the total demand against the paying Depts. is said to be Rs 89,183-4-10. In the next para the total receipts are said to amount to Rs 51,107-4-7. If these figures are correct then the balance should be Rs 38,076-0-3 and not Rs 43,972-3-10 as stated in the last para of that page.

2. If approved, the Supdt. will be consulted unofficially in the matter.

BB 9/9.

89,183-4-10
51,107-4-7
38,076-0-3

Memo.

1) Forwarded with compliments to the Superintendent of Stationery for favour of remarks

No. 91/PS dated 9-9-38

By order
K. V. Srinivasa Char
for Secretary to Govt.
Development Depts.

hs

3

808
15.9.38

Retransmitted with compliments :-

8) The difference of Rs.5,896-3-7 between the total pendency of bills worked out by the Secretariat (viz. Rs.38,076-0-3) and that furnished by this office (Viz. Rs.43,972-3-10) comprises the following amounts.

Rs. 5,886- 3-11	The amount of bills duly accepted by the Departments and forwarded to the Comptroller's office for adjustment.
Rs. 9-15- 8	The discrepancy found on scrutinising the several sets of figures furnished in Para 4 of the Report.
Rs. 5,896- 3- 7	

9) In working out the total Receipts of bills, the amounts of accepted bills under adjustment in the Comptroller's office have also been reckoned. This is in accordance with the procedure followed by this office and helps to give an idea that the bills are practically adjusted. For pendency, only the actual realisation as per Treasury adjustment and intimations of adjustment from the Comptroller's office are being taken as Receipts and the balance out of the total demand shown as pending. In order to remove the ambiguity, the sentence " Including these, the aggregate receipts from the Paying Departments including the Municipalities and Local Boards come to Rs.51,107-4-7 against the budget estimate of Rs.37,500," may be omitted from the Report.

10) As regards the difference of Rs.9-15-8 in the total pendency of bills, on further scrutiny of the several

NOTE—Contn. Sheet.

Administration Report of the Stationery Depot for the years 1937-38

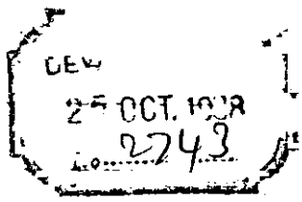
1065

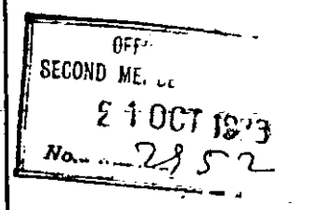
Pt S File No. 23 of 1938

General and Revenue Secretariat

150

sets of figures furnished under the Para 4, it is seen that the total pendency of bills should be Rs.43,962-4-2 against Rs.43,972-3-10 furnished in the Report. Necessary correction has been made in the draft Report in this office.





Received Tambaram 15/9/38
Superintendent,

Dated 15-9-1938. Government Stationery..

11) Necessary corrections are made in page 3 of the Report as suggested in paras 9 and 10 supra. The draft review further is for kind consideration.

22/10/38 16/9/38

Dept Secy 6/22/9

2nd Member 18/10/38

Submd. with typed draft 22/10 21/10

Dep Secy 21/10/38

12) 21/10/38

Dep Secy 25/10

13) 25-10-38

14) 26/10

Administration Report of the Stationery Depot for 1937-38

General and Revenue Secretariat | P/S File No. 23 of 1938. | [App. E, III—2

972

Serial No. 4

To the superintendent of stationery
The comptroller
No. 3905-6 Dt 3-11-38

Reviews the report on the working of the stationery depot for the year 1937-38

(5) Submit with a D.N. and a D.S.N. for approval

B 8/11
JM 9/11

Dept Key) B 9/11

2 Members) 9/11/38

D.N. signed by Members.

CCC 11/XI/38

3314

SECOND ... L.
9 NOV 1938
No. 3664

NOTE—Contn. Sheet.

WD 0284—GPB—30,000—13-8-37

Final Note by the Second Member of Council.

Subject.—

Report on the working of the Government Stationery Depot for the year 1937-38.

I beg to submit herewith the report on the working of the Government Stationery Depot for the year 1937-38 together with the Government review thereon, for His Highness' gracious perusal.

MEMBER OF COUNCIL.

Bangalore,
11th November 1938.

6

Submitted to His Highness.

I submit herewith a Final Note by the SECOND *Member of Council on the subject of* the report on the working of the Government Stationery Depot for the year 1937-38, *for His Highness' gracious ~~approval~~* perusal.

Mirza M. Ismail
Dewan.

Camp Melkote,
12th November 1938.

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

Report on the working of the Government Stationery Depot for the year 1937-38.

(Chief Secy
14-11-38

No-315

Order.

~~KRW~~
14/11/38

15/11/38

General and Revenue
Secretariat.

H; H 315 972 1065

SUBJECT:—

Report on the working of the Government Stationery Depot for the year 1937-38

1215

(*)

31. All urgent or confidential files returned with His Highness' orders may in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the Members of Council at Headquarters and then sent to the Secretariat concerned for the issue of orders.

Circulated to Members of Council for perusal of His Highness' orders before / after issue of orders. (*Vide* Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

Chief Secretary to Government.

Through the Secretary to Government,

~~Government~~ ..Department.

16/11

2910
16/11

FIRST MEMBER OF COUNCIL.

16/11

3875
16.11.38

SECOND MEMBER OF COUNCIL.

16/11/38

Govt. to Govt. Dept., with compliments

17/11

17/11

NOTE.—Contn. sheet.

WD 1467—GPB—500—23-2-38

WD 23/11

WD 24/11

P+S 23-38-1

Office of the Superintendent,
Government Stationery Depot,
Bangalore, dated 13th August 1938.

No.S. 526

From

B. Venkatasubba Rao, Esq., B.A., LL.B.,
Ag. Superintendent of Stationery,
BANGALORE.

To

M. Venkatanaranappa, Esq., B.A.,
Secretary to Government,
Development Department, Bangalore.

Sir,

I have the honor to submit the report on the working of the -- Government Stationery Depot, Bangalore, for the year 1937-38.

2. Superintendence.- Mr. B. Srinivasa Iyengar, was in charge of the office till 11th April 1938, when he proceeded on Privilege Leave for two months with effect from 12th April 1938, preparatory to retirement from service from 12th June 1938, as sanctioned in Government Notification No.2756/C.B. 168-37-2, dated 2-4-1938. I was in charge of the office during the rest of the year.

I was in immediate and responsible charge of the Stationery --- Depot as Assistant Superintendent till 11th April 1938 and continued to hold charge of the duties in addition to my own till 20th May 1938 when Mr. K. Shamanna, B.A., LL.B., who was appointed Ag. Sub-Assistant Superintendent, Government Press, in Notification No.G.9149/P. & S. 84-37-3, dated 18-5-1938, was put in immediate charge of the --- Stationery Depot. He continued to hold charge till the end of the year.

3. Value of Stock.- The opening balance of the stock at the beginning of the year was Rs.1,11,505-15-6 against Rs.91,950-4-1 in tb previous year. New Stock valued at Rs.2,13,984-11-6 as per stateme

given below was either purchased or received from the Press and other offices, making the value of stock Rs.3,25,490-11-0 against Rs.2,58,498-0-3 in the previous year. The value of issues to the several offices amounted to Rs.1,96,513-0-9 against Rs.1,46,992-0-9 in the previous year, leaving a balance of stock of Rs.1,28,977-10-3 at the end of the year against Rs.1,11,505-15-6 in the previous year.

Statement showing the details of new stock added during the year.

No.	Description.	1936-37.	1937-38.
		Rs. a.p.	Rs. a.p.
1.	Value of Papers and Stationery purchased. ...	1,55,832- 2-10	2,02,382-10-6
2.	Value of Blank books, etc., received from the Press.	10,028- 3- 4	11,226- 0-0
3.	Value of articles received from various offices. ...	687- 6- 0	376- 1-0
	Total Rs.	1,66,547-12- 2	2,13,984-11-6

Value of Stock at the Government Branch Press, Mysore.- The following statement gives the details of stock of papers and Stationery articles held by the Government Branch Press, Mysore, during the year.

No.	Description.	Value.
1.	Opening balance of Paper and Stationery articles on 1st July 1937. ...	8,741-15- 7
2.	Receipts during the year. ...	29,153- 6- 7
	Total Stock.	37,895- 6- 2
3.	Issues during the year ...	32,171- 0- 8
	Closing balance of stock on 30th June 1938.	5,724- 5- 6

4. Realisations from Paying Departments.- The total demand against the various Paying Departments towards the cost of Stationery articles and printing papers supplied to them during the year --- including half the cost of paper supplied for printing the forms, registers and cheque books of the Municipal Councils and Local -- Bodies, which is charged to them in accordance with Government Order Nos. L.821-7-34/ P. & S. 86-24-172, dated 6-4-1931 and L.7824-43/Ml. 169-34-4, dated 9/10-4-1935 was Rs.63,911-9-6 against Rs.35,059-5-9 in the previous year. Including the arrears of previous years -- amounting to Rs.25,271-11-4, the aggregate demand stood at ----- Rs.89,183-4-10.

Against this demand, a sum of Rs.11,122-14-8 in respect of the previous year's arrears and Rs.34,098-2-0 out of the current year's demand was realised, bringing the total receipts to Rs.45,221-0-8 against Rs.41,577-9-5 in the previous year. Bills to the extent of Rs.5,886-3-11 were also received duly accepted by the Departments and are under adjustment in the Comptroller's office in the accounts of the year. [Including these, the aggregate receipts from the -- Paying Departments including the Municipalities and Local Boards come to Rs.51,107-4-7 against the budget estimate of Rs.37,500.] It will thus be seen that there has been much improvement in the --- revenue receipts during the year as a result of the special measures taken in accordance with the Financial Secretary's Circular No.Fl. 603-62/G.F. 18-35-1, dated 18-7-1935.

The total pendency of bills including those sent to the Municipalities and Local Boards was Rs.43,962-4-2 comprising Rs.14,158-12-4 -- out of the previous years' arrears and Rs.29,813-7-6 out of the --- current dues. Steps are being taken to get the outstanding bills adjusted in accordance with Government Circular No.G.3710-60/P. & S. 24-35-6, dated 12-11-1935, and it is anticipated that all the ---- outstandings will be recovered at a very early date.

5. Purchases.- Purchases were made in previous years through the Stores Purchase Committee, who called for tenders and placed orders for the various kinds of papers and stationery articles. In a few cases, however, local purchases were made, mostly of articles not stocked for general supply to meet the urgent demands of the Palace and the Secretariat. Arrangements were also made during the year to purchase and stock certain special kinds of Steel pen nibs and superior Note Papers and Envelopes required for the use of the Palace and the Secretariat. The value of purchases made through the Stores Purchase Committee amounted to Rs.2,01,825-15-7 as against Rs.1,55,385-1-7 in the previous year, while that of casual purchases was Rs.556-10-11 against Rs.447-1-3 in the previous year.

The following table gives the names of the successful tenderers, the articles bought from each of them and their value.

Statement showing the details of Stationery and Papers purchased during the year 1937-38.

No.	Name of firm.	Description of article.	Amount.
	Messrs.		Rs. a.p.
1.	John Dickinson & Co., Ltd., London.	Manilla, Wattman's Drawing, Section, cloth-lined, Imitation hand made & Art papers.	4,121-13-10
2.	Spicers (Export) Ltd., London.	Imitation hand made paper,	129-15- 2
3.	Alex Pirie Export Co.,,Ltd., Ltd., London.	Carrara Note papers & Envelopes.	945-14- 3
4.	Kolok Manufacturing Co., Ltd., London.	Typewriting ribbons & Pencil Carbon papers.	1,143-10- 9
5.	The Bharat Carbon & Ribbon Manufacturing Co., Karachi.	Typewriting ribbons, Carbon papers and Pen carbon paper.	2,502- 8- 0
		Total C.O.	8,843-14- 0

14/

No.	Name of firm.	Description of article.	Amount.
			Rs. a. p.
		B.F.	8,843-14- 0
6.	The South Indian Export Co., Ltd., Madras. (Agents for the Titaghur Paper Mills Co., Ltd.)	Glazed tinted cover paper, Typewriting thick & thin, White cartridge, Coloured & White printing paper.	83,813- 7- 8
7.	Wilson & Co. (Agents for the Bengal Paper Mills Co., Ltd., Madras).	Brown cartridge, Cream laid draft & Blotting papers.	26,841- 7- 6
8.	The Deccan Paper Mills Co., Ltd., Poona.	Badamy papers.	30,780-13- 9
9.	J. B. Advani & Co., Ltd., Madras.	Art paper.	766-11- 6
10.	Mc Dowell & Co., Ltd., Madras.	Azurelaid papers & Rough White Printing paper.	23,659-15- 5
11.	D. Gestetner & Co., Ltd., Madras.	Cyclostyle accessories, papers & ink tubes.	1,409- 2- 2
12.	John Dickinson & Co., Ltd., Madras.	"Hoogly" Thumb Impression ink.	80- 0- 0
13.	P. Orr & Sons, Ltd., Madras.	"Castle" Drawing paper	772- 7- 2
14.	Charles Morgan & Co., Ltd., Madras.	Glazed tinted cover paper & Kraft paper.	235-13- 2
15.	The Madras Pencil Factory, Madras.	Drawing, Copying, Black lead pencils & Coloured pencils.	648-12- 0
16.	The Burmah-Shell Oil Storage & Distributing ~~Agency~~ Co., of India Ltd., Madras.	"Belmont" candles.	368- 8- 8
17.	The Typewriter & Office Appliances, Bangalore.	Typewriting ribbons.	703-11- 2
18.	J. V. Navlakhi & Co., Bombay.	Scissors and Drawing materials.	305- 6- 8
19.	Parry & Co., Bangalore.	"Cock & Key" Stearine Candles.	665- 8- 0
20.	T. M. Abdul Gaffoor & Co., Bangalore .	Paper & Stationery articles.	7,609- 0-11
21.	M. A. Salam Abdul Majeed & Co., Bangalore.	-do-	5,033- 7- 0
		Total C.O.	1,92,538- 4- 9

No.	Name of firm.	Description of article.	Amount.
			Rs. a. p.
		B. F.	1,92,538- 4- 9
	Messrs.		
22.	Lindner & Co., Bangalore.	Pen-knives & stationery articles.	135- 0- 0
23.	Yacoob Sheriff & Co., "	Green baize.	992-13- 2
24.	Abdul Curreem & Sons, "	'Kora' Long cloth.	426- 9- 0
25.	Superintendent, Central Jail, Bangalore.	Thablak thread, Cotton tags, Country Red & White tapes, Ink-stands and Rulers.	936- 2- 0
26.	Superintendent, Government Industrial & Testing Laboratory, Bangalore.	Blue-black ink & Red ink powders and Blue-black ink jars.	3,504- 6- 0
27.	Superintendent, Government Soap Factory, Bangalore.	Liquid gum bottles and Quick-fix bottles.	176- 0- 8
28.	Government Lac Factory, Bangalore.	Sealing wax.	1,970- 0- 0
29.	The Institute of Cottage & Home Industries, Mysore.	Superior Cotton tags.	68-12- 0
30.	The Superintendent, Government Industrial School, Channapatna.	Pen-holders and Paper weights.	753- 0- 0
31.	The Jain's Ink Depot, Bangalore.	Blue black ink powder.	250- 0- 0
32.	Solar Ink Manufacturing Co., Bangalore.	Red ink powder.	75- 0- 0
		Total	2,01,825-15- 7
33.	Casual purchases.	...	556-10-11
		Grand Total	2,02,382-10- 6

Articles of Mysore Manufacture purchased during the year --- comprised thablak thread, cotton tags, country red and white tape, ink-stands and rulers from the Central Jail, Bangalore; pen-holders and paper weights from the Government Industrial School, Channapatna; liquid gum and quick-fix bottles from the Government Soap Factory,

Bangalore; sealing wax from the Government Lac Factory, Bangalore; blue-black and red ink powders and blue black ink jars from the -- Government Industrial and Testing Laboratory, Bangalore; blue-black and red ink powders from the Jain's Ink Depot, Bangalore and the -- Solar Ink Manufacturing Co., Ltd., Bangalore, respectively; superior cotton tags from the Institute of Home and Cottage Industries, -- Mysore; and 'Kora' long cloth manufactured by the Mysore Spinning & Manufacturing Co., Ltd., Bangalore, supplied by Messrs. Abdul Cureem and Sons, Bangalore. The total value of such purchases was --- Rs.8,259-13-8 against Rs.5,381-5-6 in the previous year.

The total value of articles of Indian Manufacture excluding those of Mysore referred to above purchased during the year was -- Rs.1,68,912-8-4 against Rs.1,11,534-15-11 in the previous year. The articles included Printing, Typewriting, Coloured, White cartridge and Cover papers manufactured by the Titaghur Paper Mills Co., Ltd., Calcutta; azurelaid printing and writing papers and rough printing paper from the Indian Paper Pulp Co., Ltd., Calcutta; badami papers manufactured by the Deccan Paper Mills Co., Poona; draft foolscap, blotting and brown cartridge papers manufactured by the Bengal --- Paper Mills Co., Ltd., Calcutta; typewriting ribbons and carbon papers and pen carbon papers manufactured by the Bharat Carbon & Ribbon Manufacturing Co., Ltd., Karachi; 'Star of India' black-lead coloured, drawing and copying pencils from the Madras Pencil --- Factory, Madras, and 'Cock and Key' Stearine candles manufactured in Burma, supplied by Messrs. Parry & Co., Bangalore. All other varieties of paper and stationery articles were of foreign origin, but all of them except those supplied by the firms Nos. 1 to 4 were supplied by ~~the~~ local or other Indian firms. Local and Indian Manufacturers are thus being encouraged to a large extent.

6. Issues.- The total number of issues during the year under report including the issues of paper and binding materials t the Press was 1,841 against 1,782 in the previous year. Of this

number, 594 were on Standing Lists, the remainder being advances, balances and additional supplies on Standing Lists. The total value of issues excluding the issues of paper and binding materials to the Press was Rs.86,449-2-0 against Rs.76,625-2-5 in the previous year. The following statement shows the names of Departments to which supplies were made and the value of supplies made to each.

Statement showing the value of Issues made during the year.

No.	Name of Department.	Amount.
		Rs. a. p.
1.	Judicial	5,404- 6- 6
2.	Revenue	10,138-15- 4
3.	Public Works Department	7,128- 4-10
4.	Forest	2,717- 0- 9
5.	Police	1,605- 2-10
6.	General and Revenue Secretariat ...	3,814- 3- 9
7.	Treasuries	1,058- 5- 8
8.	Agriculture	2,857- 0- 7
9.	Railways	757- 4- 0
10.	University	3,034- 2- 0
11.	Education	3,273- 8- 9
12.	Medical	1,542- 1-10
13.	Income-tax	390- 2- 0
14.	Excise	626- 5- 0
15.	Geological Department	260- 4- 3
16.	Palace	1,038- 3- 1
17.	Meteorological Department ...	54-10- 7
18.	Stamps	86- 0- 9
19.	Registration	751- 3- 7
20.	Lock-ups	564- 8- 4
21.	Other Departments such as Military, Co-operative Societies, Electrical, etc.	19,351-11- 0
	Total C.O.	66,453- 9- 5

No.	Name of Department.		Amount.
			Rs. a. p.
		B. F.	66,453- 9- 5
22.	Government Branch Press, Mysore.	...	19,995- 8- 7
23.	Central Press, Bangalore.	...	1,10,063-14- 9
		Total value of issues	1,96,513- 0- 9

The total cost of paper, etc., supplied to the Central Press amounted to Rs.1,10,063-14-9 against Rs.70,366-14-4 in the previous year.

The following list gives the names of new offices to which supplies were made during the year under report and the names of offices which were abolished either permanently or temporarily or to which supply from the Stationery Depot was discontinued :-

Offices newly created or those to which supply was commenced.	Offices abolished or those to which supply was discontinued.
1. The Amildar, Maddur Taluk, Maddur. (For the special Establishment of the Irwin Canal Section)	1. The Chief Store-Keeper, Mysore State Railway, Mysore.
2. -do- Mandya Taluk, Mandya, -do-	2. The Traffic Manager, -do-
3. The Superintendent, Intermediate College, Bangalore, (For use of the Examinations).	3. The Loco & Carr. Superintendent, -do-
4. -do- -do- Mysore, -do-	4. The Auditor, Mysore Railways, -do-
5. The Principal, Maharaja's College, Mysore, -do-	5. The Senior Executive Engineer -do-
6. -do- Central College, Bangalore, -do-	6. The Superintendent, Way & Works, -do-

Offices newly created or those to which supply was commenced.	Offices abolished or those to which supply was discontinued.
7. The Principal, Engineering College, Bangalore. (For use of the Examinations).	7. The ~~Genty~~ Agent Mysore Railways, -do-
8. -do- Medical College, Mysore, -do-	8. The Senior Executive Engineer, -do- (Special work for remodelling at Central Industrial Workshop, Inter-locking, etc.).
9. -do- Medical School, Bangalore, -do-	9. The District Traffic Superintendent, Mysore State Railway, Bangalore.
10. The Superintendent, Women's Intermediate College, Bangalore. -do-	10. -do- Shimoga.
11. The Principal, Maharani's Women's College, Mysore, (For use of the Examinations).	11. -do- Hassan.
12. The Superintendent of Practical Instructions, Bangalore.	12. -do- Arasalu-Sagar Railway Construction, Sagar.
13. The Manager, Rural Welfare Centre, Closepet.	13. The Land Acquisition Officer, -do
14. The District Magistrate, Tumkur, (For the use of the Bus Section).	14. The Deputy Registrar of Co-operative Societies in charge of Kolar Division, Bangalore.
15. The Amildar, Taluk Office, French Rocks, (For the use of the Irwin Canal Section Clerk).	15. The Organiser, Adviser & Inspecting Officer of all Maternity, Child & Other Welfare Work, Mysore State, Mysore.
16. The Health Survey Unit, Bhadravathi Reservoir Project, (Camp Bhadravathi).	16. The Officer Commanding, I Battalion, Mysore Infantry, Kolar.
17. The Superintendent, Generating Station, Sivasamudram.	17. The Chairman, Bench of Magistrate's Court, Alur.
18. The Superintendent, Power & Lighting, Bangalore.	
19. -do- -do- Mysore.	
20. -do- -do- Champion Reefs, Kolar Gold Field)	
21. -do- -do- Kankanhalli.	
22. The Superintendent of Lines, Bangalore.	
23. The Superintendent, Power & Lighting, Bhadravathi.	

Offices newly created or those to which supply was commenced.	Offices abolished or those to which supply was discontinued.
24. The Assistant Commissioner, Tumkur Sub-Division, Tumkur, (For use of the newly created Sub-Division comprising Tumkur & Kunigal Taluks).	
25. The Executive Engineer, Irwin Canal Construction Division, Mandya.	
26. The Executive Engineer, New Mandya Division, Mysore.	
27. The Superintendent, Fruit Research Station, Hessarghatta.	
28. The Registrar of Firms, Bangalore.	
29. The Head Master, School for Deaf and Blind Boys, Mysore.	
30. The Superintendent, Government Gardens, (For the use of the Sales Depot, Lal-Bagh, Bangalore).	
31-6. The Revenue Sub-Division Officer & Chairman, Debt Conciliation Scheme in the Taluks of Sagar, Koppa, Chikballapur, Madhugiri, Devanhalli and Nagamangala. (Forms & Stationery).	
37. The Editor, Prabuddha Karnataka, Mysore.	

Thus there was a net decrease of 20 in the number of offices to which supplies were made from the Stationery Depot, during the year.

7. Expenditure.- The expenditure of the Stationery Depot during the year under Report was Rs.7,756-3-6 against Rs.7,866-5-4 in the previous year which is classified under the following heads:-

1.	Establishment	...	Rs. 6,554-15- 0
2.	Contingencies	...	" 1,201- 4- 6
		Total	Rs. 7,756- 3- 6

The charges incurred on the handling and storage of stock thus work out to about 4% as against 4½% in the last year.

8. Indent for Forms.- One hundred and seventy-five indents for forms and registers were received during the year as against 147 in the previous year. Forms and registers due on 25 standardised indents including that of the new office of Registrar of -- Firms to which supply was made in accordance with Government Order No.D.5100/J.S. 32-36-14, dated 16/19-1-1938, were supplied without fresh indents being received from the Departments, and in some -- cases on stray requisitions. The work of standardisation of the Public Work, Police, Health and Revenue Survey Departmental forms is being continued. Supply of full quantities of forms and --- registers was made under Government Orders to the Income-tax, -- Electrical, Police, Insurance and the Local Examinations Boards and to the Health Training Centre at Closepet. The indents for Record of Rights forms and registers received from the Superintendent of Land Records, Survey and Settlement and the Deputy Commissioners of Districts were complied with in full as in previous years. Full quantities of Birth, Death and Marriage Registers were supplied to all the Taluks as per Government Orders. M.A.M. 16(b) and other Receipt Books were supplied to the Comptroller in full quantities for distribution among the Local Bodies and full quantities of ten kinds of Certificate Forms and Books of Savings Bank were printed and supplied to the District Treasuries as per Comptroller's letter No.437/S.B., dated 3-3-1938. Civil and Criminal forms are being supplied to the Courts at 75% in accordance with Government Orders. Acquittance Roll Books in the prescribed form were printed for -- general supply as suggested by the Comptroller in accordance with Government letter No.G.1622/ P. & S. 2-37-10, dated 14/16th August 1937.

The reduction of 50% in the general supply of forms and --- registers has been continued during this year in the interest of economy, the supply of essential forms and registers required for everyday use being however raised to 75% in accordance with --- Government Order No.G.6811-70/ P. & S. 51-36-3, dated 9/12-3-1937.

9. Stock-taking.- The annual stock-taking of Stores was done on 3rd January 1938. The value of excesses found was --- Rs.1,568-0-9 and that of deficiencies was Rs.1,316-15-6. The result of the stock-taking has been submitted to Government with a note regarding the causes for the differences and the excesses and deficiencies will be adjusted in the accounts on receipt of Government -- Orders. The Issue, Receipt and Stock Registers of Stores were -- maintained satisfactorily.

10. Statistics of Business.- During the year under report, 5894 letters were received, of which 5054 were replied, 764 were disposed of by complying with the requisitions contained in them for the supply of balances of stationery articles, advances and -- additional supplies on Standing Lists, 36 were under correspondence and the remaining 40 were pending disposal.

The number of letters pertaining to forms and registers --- received in the year was 5,360, of which 3,900 were replied, 1,430 were disposed of by complying with the requisitions contained in them for balances, advances and additional supplies and by issue of Work Dockets for printing of the works and 30 were pending disposal.

11. Stationery articles and Forms supplied.- The procedure of making supplies of stationery articles and forms on approved -- Standing Lists based on the average consumption and the strength of establishment maintained in the Stationery Depot instead of on --- annual indents was continued . On account of the continued --- financial stringency, reduced supplies both of stationery and of forms and registers at 75% in the case of the essential stationery articles and forms and registers required for daily use and 50% in the case of the 'Luxury' articles and ordinary forms and registers were continued during the year. In consequence, requisitions were sent up for additional supplies by many Government offices and additional supplies of stationery articles were sanctioned by --- Government in 76 cases during the year to meet urgent requirements.

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The value of such supplies was Rs.2,850-4-7.

The supply of full quantities of stationery articles sanctioned by Government in the case of certain Paying Departments like the Electrical Department and the State Life Insurance Departments, and three-fourth supplies in the case of the Revenue Department was -- continued. Requisitions received for the supply of stationery articles for Record of Rights work in Taluk offices from the Deputy Commissioners of Districts and the Superintendent of Land Records were complied with in full according to the Standing Orders. Direct supplies of stationery to the Sectional offices of the --- Electrical Department instead of on a consolidated indent for the whole Department were made from the Stationery Depot in accordance with Government letter No.G.5682/ P. & S. 1-36-136, dated ---- 5/9-2-1937 and enhanced supplies as indented for were issued as -- authorised in Order No.G.1935/ P. & S. 1-37-31, dated 27/30-8-1937.

As references were received from several Heads of Departments about the inadequacy of the supplies made under Economy Orders on the basis of the Standing Lists of offices which were prepared -- so far back as 1930-31 and as the rules regarding the reduction of supplies had to be relaxed by Government in various cases after -- much correspondence, it was ordered in Government Orders Nos. G. 7918-70/P. & S. 50-37-2, dated 29-3-1938 and G.10205-50/ P. & S. 50-37-11, dated 27-6-1938 that the Standing Lists of all offices might be revised so as to provide for the quantities required for each office according to its needs and the average consumption -- during the past two years, and that the revised lists should be given effect to from the year 1939-40. Necessary action is being taken in accordance with these orders.

Supplies of stationery and forms were made under Government Orders to 37 new offices noted above.

The Registers and Forms noted below were newly introduced and were printed and supplied in accordance with the Government Orders noted -- against each.

No.	Registers and Forms.	No. & Date of Government Order.
1.	Seed Covers, Labels, Address Cards and Invoice Books required by the Lal-Bagh (cost to be recovered).	G.423/P. & S. 2-36-166, dated 14/15th July 1937.
2.	Breeding Records of Bulls to the Superintendent, Civil Veterinary Department, Bangalore.	D.516/ L. & R. 47-36-4, dated 17th July 1938.
3.	Receipt Books to the Assistant Engineer, Head Quarter Range, Mysore.	G.857/P. & S. 2-37-7, dated 2nd August 1937.
4.	Twenty-six kinds of forms to the Health Training Centre, Closepet.	G.944-6/G.M.124-36-7, dated 2/4th August 1937.
5.	Thirteen kinds of forms to the Superintendent, Vaccine Institute,	G.934/P. & S. 2-37-8, dated 4th August 1937.
6.	Revised Survey Form No.240, to the Commissioner for Settlement ~~for~~ Land Records.	R.740/L.S. 3-37-2, dated the 12th August 1937.
7.	Weekly Report form for controlling Coffee Borer Pest to the Director of Agriculture.	D.1568-70/A. & E. 187-36-11, dated 13/14th August 1937.
8.	Demand Register form No.VI(a) to the Director of Land Records.	R.733/L.S.37-36-5, dated the 11th August 1937.
9.	Cash Remittance Register and Register of Contingent Charges to all the Civil Courts in the State.	G.1703/P. & S. 2-37-11, dated 19th August 1937.
10.	Acquittance Roll Book common to all Public Offices.	G.1622/P. & S. 2-37-10, dated 7th September 1937.
11.	Weekly Returns of Cotton pressed to the Director of Industries & Commerce.	G.2230/ P. & S. 2-37-23, dated 9th September 1937.
12.	'C' Mutchalika forms to the Chief Engineer, K.R.S. Works and to the Deputy Commissioner, Mysore.	G.2272/P. & S. 2-37-22, dated 9th September 1937.
13.	Stud Register to be supplied on 37-38 indent and 6 registers to be included in the standardised list to the Director of Agriculture.	G.2760/ P. & S. 2-37-33, dated 28th September 1937.
14.	Work-shop Marks Register to the Director of Public Instruction.	G.2764/P. & S. 2-37-31, dated 28th September 1937.

No.	Registers and Forms.	No. & Date of Government Order.
15.	Reminder forms to the Medical Stores, Bangalore.	G.2767/P. & S. 2-37-32, dated 28th September 1937.
16.	Sale Certificate Register to all the Civil Courts in the State.	G.2041-2/Cts. 80-37-2, dated 16th October 1937.
17.	Seventeen kinds of forms to the Mechanical Transport Corps.	G.3291-4/Mily. 51-35-2, dated 22nd October 1937.
18.	New Recovery forms to the Inspector-General of Police.	G.51-53/Pol. 41-37-6, dated 29th October 1937.
19.	Contractors' Order book to the Inspector-General of Police.	P.65-66/Pol. 50-37, dated 21/22nd October 1937.
20.	Five kinds of forms to the Sandalwood Oil Factory. Industrial :- (1) Testing Laboratory and Bitumen & Lac Section. (2) Weaving Factory. (3) Sandalwood Oil Factory. Reminder Cards. Forwarding letter.	G. 3408/P. & S. 2-37-29, dated 30th October 1937.
21.	Returns relating to Manure forms to the Director of Agriculture.	D.3522-24/A.E.59-36-3, dated 11th November 1937.
22.	Register of Fire Arms Deposit to the Inspector-General of Police.	G.2548-50/Pol. 88-37-2, dated 16th November 1937.
23.	Register of Births and Deaths (3 to 13) to the Director of Public Health.	G.3999/P.H.2-37-34, dated 19th November 1937.
24.	Eighteen kinds of Regulation forms to the Executive Engineer, K.R.S. Division.	G.4180/P. & S. 2-37-38, dated 26th November 1937.
25.	Coffee Experimental form, Balehonnur to the Meteorological Observer, Department of Agriculture.	G.4309/P. & S. 2-37-40, dated 4th December 1937.
26.	Revised Enrolment form to the Chief Commandant, Mysore State Troops.	G.4831/P. & S. 2-37-51, dated 20th December 1937.
27.	Concession Certificate form to the Horticultural Society, Lal-Bagh, Bangalore.	D.4781/ G.G.89-37-2, dated 10th January 1938.
28.	Daily Guage Report of Bannur Tank to the Executive Engineer, Lower Channels Division, Mysore.	G. 5539/P. & S.2-37-62, dated 14th January 1938.

No.	Registers and Forms.	No. & Date of Government Order.
29.	Radiogram Register, Screening Register and Issue Register to the Superintendent, Medical Stores, Bangalore.	G.5333, dated 13th January 1938.
30.	Progress Cards of Buildings to the Chief Engineer of Mysore.	G.5647/P. & S. 2-37-65, dated 21st January 1938.
31.	Declaration of Memorandum forms for sending licenses without acknowledgments and with acknowledgments to the Inspector-General of Police.	G.5405/P. & S. 2-37-61, dated 15/17th January 1938.
32.	Monthly Report of work done by the Agricultural Inspectors to the Director of Agriculture.	G.5294-96/A.E.131-37-2, dated 24th January 1938.
33.	Forms pertaining to the revision of Akarbands to the Superintendent of Land Records.	G.3363-6/L.R.190-37-6, dated 21st January 1938.
34.	Special Return of Rainfall Cards to the Meteorologist.	G.5820/P. & S. 8-37-69, dated 27th January 1938.
35.	Gynaecological Case Sheets to the Medical Stores.	G.6195/P. & S. 2-37, dated 3/4th February 1938.
36.	Triplicate Receipt Books (For Sugar-cane purposes) to the Deputy Commissioner, Mysore.	G.6189/P. & S.2-37-76, dated 3rd February 1938.
37.	Fourteen kinds of forms and Registers to the Manager, Rural Welfare Centre, Closepet.	G.4680/P. & S. 2-37-46, dated 16th December 1937.
38.	Letter Heads to the Assistant Engineer, Well Boring Section, Department of Health.	G.6434/P. & S. 2-37-83, dated 10th February 1938.
39.	Five kinds of C.V.D. Forms to the Agricultural Department.	G.6495/P. & S. 2-37-87, dated 14th February 1938.
40.	Log Books of Belagola Pumping Station & Jewell Filters, Mysore to the Director of Public Health.	G.6523/P. & S. 2-37-88, dated 15th February 1938.
41.	Denatured Spirit Export form (Form No.194) to the Excise Commissioner in Mysore.	G.6633/P. & S.2-37-89, dated 17th February 1938.
42.	Revised Pay Bill form to the Chief Commandant, Mysore State Troops, Bangalore.	Fl.4994-96/G.F.199-37-2, dated 4th March 1938.
43.	Supply of Certificate forms of Birth, Death and Marriage to the Director of Public Health.	7250/P.H. 154-36-14, dated 5th March 1938.

No.	Registers and Forms.	No. & Date of Government Order.
44.	Loan Acknowledgment forms to all the Deputy Commissioners of Districts.	G.8964/P. & S. 2-37-133, dated 10th May 1938.
45.	Chellan forms used for Cycle Linenses to the President, City Municipal Council, Mysore.	L.9470-2/Ml. 213-37-2, dated 23rd May 1938.
46.	Standard Phod Register to the Taluk Offices	R.5201-3/L.R.396-37-2, dated 27th May 1938.
47.	Coffee Taccavi Loans & Security Bond forms to ~~Dx&x~~ the Deputy Commissioner, Kadur District.	G.9437/P. & S. 2-37-142, dated 27th May 1938.
48.	Coffee Taccavi Loans & Security Bond forms to the Sub-Division Officer, Chikmagalur.	G.9718/P. & S. 2-37-146, dated 3rd June 1938.
49.	Form for Licensing of Vehicles to the President, City Municipal Council, Mysore.	L.10370-2/Ml. 31-37-135, dated 28th June 1938.
50.	Three thousand copies of Notice forms to the Executive Engineer, Water Supply Division, Bangalore.	G.9881/P. & S. 2-37-149, dated 13th June 1938.
51.	Coffee Taccavi Loan forms to the Sub-Division Officer, Saklespur.	G.9926/P. & S. 2-37-152, dated 16th June 1938.

Additional supplies of the following forms and registers were made to the offices noted against them in accordance with the Government -- Orders noted against each :-

No.	Registers and Forms.	No. & Date of Government Order.
1.	Treasury Inspection Report forms to the Deputy Commissioner, Shimoga.	G.789/P. & S. 2-37-5, dated 29th July 1937.
2.	C.O. No.15/Pen. and 6 to the Comptroller.	G.1802/P. & S. 2-37-14, dated 24th August 1937.
3.	D.C. Bill, T.A. and Establishment Bill forms to the Deputy Commissioner, Hassan.	G.1830/P. & S. 2-37-17, dated 25th August 1937.

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No.	Registers and Forms.	No. & Date of Government Order.
4.	Eighteen Day Books to the Deputy Commissioner, Shimoga.	G.3337/P. & S. 2-37-~~17~~ 38, dated 27th September 1937.
5.	Fifty Prescription books to the Superintendent, Medical Stores.	G.4753/P. & S.2-37-48, dated 17/20th December 1937.
6.	Twelve kinds of Collection forms to the Amildar, Srinivasapur.	G.5220/P. & S. 2-37-36, dated 11th January 1938.
7.	Six kinds of Demonstration forms to the Director of Agriculture.	D.5538-39/157-37-2, dated 29th January 1938.
8.	Criminal form No.31 to the Special First Class Magistrate, Davangere.	G.5916/P. & S. 2-37-71, dated 28th January 1938.
9.	Civil Registers Nos. VII(a), (b), (c), (d) and (e) to the Official Receivers of Shimoga and Mysore.	G.6272/P. & S. 2-37-80, dated 7th February 1938.
10.	Criminal form No.31 to the Second Magistrate, Mysore.	G.6275/P. & S. 2-37-79, dated 7th February 1938.
11.	Survey form No.198 to the Director of Land Records.	R.6858/P. & S. 2-37-90, dated 25th February 1938.
12.	Treasury forms to the District Treasury Officer, Tumkur.	G.7147/P. & S. 2-37-93, dated 24th March 1938.
13.	Stock Certificate form (Form 53, M.C.A.C. Vol. I.) to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G.7402/P. & S. 2-37-100, dated 11th March 1938.
14.	Acquisition forms to the Sub-Division Officer, Tumkur.	G.7476/P. & S. 2-37-102, dated 14th March 1938.
15.	Form of Collection of Statistics of Venereal Diseases.	G.7478/P. & S. 2-37-104, dated 14th March 1938.
16.	Three thousand Label Forms (M.S. No.11A) to the Medical Stores.	G.7512/P. & S. 2-37-104, dated 16th March 1938.
17.	Revised List of forms to the Superintendent, Vaccine Institute.	G.7622/P. & S. 1-37-162, dated 21st March 1938.
18.	Revenue Collection forms to the Amildar, Chamarajnagar Taluk.	G.7656/P. & S. 2-37-108, dated 22nd March 1938.
19.	Rainfall Cards to the Amildar, Manjarabad Taluk.	G.7635/P. & S. 2-37-106, dated 22nd March 1938.
20.	Excise form No.194 to be prepared and supplied in tear-off books.	G.7844/P. & S. 2-37-110, dated 28th March 1938.
21.	Collection of Statistics of Cattle Mortality in the State to the Superintendent, Civil Veterinary Department.	D.5962/Stcs. 37-37, dated the 29th March 1938.

No.	Registers and Forms.	No. & Date of Government Order.
22.	Four thousand copies of Pension forms and 1000 Daily Cash Account forms to the Deputy Commissioner, Treasury Department, Mysore.	G.8556/P. & S. 2-37-122, dated 2nd April 1938.
23.	Revenue Collection forms to the Taluk Office, Sagar.	G.8790/P. & S. 2-37-130, dated 4th April 1938.
24.	Water Supply forms to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G.8897/P. & S. 2-37-131, dated 9th May 1938.
25.	One thousand Index of Lands Registers of different sizes (300, 50 & 25 pages) for R.R. Works to the Superintendent of Land Records.	R.4938/P. & S. 56-37-2, dated 9th May 1938.
26.	Registration No.7 to all the District Registrars.	Fl.6993-95/Regis. 2-37-138, dated 18th May 1938.
27.	Treasury Inspection Report forms to the Deputy Commissioner, Treasury Department, Shimoga.	G.9210/P. & S. 2-37-138, dated 20th May 1938.
28.	Seven kinds of Revenue Collection forms to all the Amildars of the Bangalore District.	G.9208/P. & S. 2-37-139, dated 20th May 1938.
29.	Income-tax forms to the Income-tax Officers of Shimoga and Chitaldrug Districts.	Fl.7662-64/I.T.29-37-4, dated 14th June 1938.

12. Important Administrative Measures.- (1) In view of the continued financial stringency and the reduced budget provision made under "Cost of Printing Paper and Stationery", it was ordered in Government Order No.G.10205-50/P. & S. 50-37-11, dated 27-6-1938 that the reduced scale of supply of stationery articles and forms and registers at 75% of the sanctioned quantities in the case of Essential stationery articles and forms and registers and 50% in the case of the 'Luxury' articles and forms and registers not required for daily use be continued during the year 1938-39 also. Sanction has been accorded by Government in the above order to the revision of the Standing Lists of all Government offices with effect from

the year 1939-40 so as to provide for the full quantities required for each office according to its needs and the average consumption during the past two years.

(2) Government having in their Order No.D.6432-6500/ I. & C. 300-35-1, dated 29-4-1936, directed that the Mysore Government will purchase the varieties of paper manufactured by the Paper Factory established at Bhadravathi to the extent of their requirements --- provided quality and price are satisfactory, an indent has been placed with the Mysore Paper Mills Ltd., through the Secretary, -- Stores Purchase Committee for such of the papers as can be manufactured by the Mills during the year 1938-39.

Permission was accorded to the Mysore Paper Mills Ltd., to remove waste papers of all varieties from all offices and Institions under Government management and the Local Bodies except the Mysore Railway Department, the cost of the waste papers at Rs.6/- per ton being adjusted by the Mills through the Superintendent, Government Printing (Government Order No.G.1415-70/P. & S. 23-37-1, dated 12/13-8-1937).

(3) Special supply of file-boards not exceeding 250 to each of the Secretaries to Government, Public Works, Railways and Electrical Departments once in 2 years on indents of the General and Revenue Secretariat and on special requisitions to the Palace and Dewan's office was sanctioned (G.1034-8/P. & S. 91-36-2, dated -- 5/6-8-1937).

Supplemental supply of file-boards to the Chief Engineer, Krishnarajasagara Works, Bangalore, and a supply not exceeding 200 file-boards once in two years to the Krishnaraja Sagara --- Secretariat were authorised (Government Order No.2655/P. & S. 6-37-6, dated 20/23-9-1937).

The supply of 500 file-boards required for use in the Traffic Manager's office and the offices of the District Traffic Superintendent, Mysore Railways, from the Government Branch Press, Mysore, was sanctioned (Government letter No.G.4667/P. & S. 6-37-4, dated 16-12-1937).

(4) The arrangement to restrict the supply of Scissors to Gazetted Officers at the discretion of the Superintendent during the currency of the Economy Orders was approved in Government -- letter No.G.1846/P. & S. 1-86-262, dated 26-8-1937.

(5) The purchase through the Stores Purchase Committee and stocking of 50 gross of Superior nibs for a restricted supply to Heads of Departments and Secretaries to Government was sanctioned in Government Order No.G.1981-3/P. & S. 4-37-17, dated --- 30/31-8-1937.

(6) The inclusion of Finger Printing plate in the List of Periodical articles under Appendix E of the revised Stationery -- Rules and its supply once in 5 years was sanctioned in accordance with Government letter No.G.3171/P. & S. 1-37-53, dated ---- 16/20-10-1937.

(7) The supply of Tub-size Double Foolscap paper 28 lbs. in small quantities for the use of the Secretaries to Government and the -- Major Heads of Departments was sanctioned in Government Order No.G. 3897-8/P. & S. 1-37-75, dated 18-11-1937.

(8) The supply of Copying pencils to Departments other than Public Works and Railways, where necessary was sanctioned in -- Government letter No.G.412/P. & S. 1-37-82, dated 24-11-1937.

(9) The continuance of stationery supplies to the offices of the Railway Department after the 1st January 1938 until independent

arrangements are made by the Department was sanctioned in Government Order No.G.4998/P. & S. 1-37-116, dated 28/29-12-1937.

(9) Cyclostyle Impression Papers and Ink required for the use of the Government offices and Thumb Impression pads and ink for the use of the Process Establishment of Munsiff's Courts were stocked and supplied to the offices concerned during the year in accordance with Government Orders Nos. G.9640-50/P. & S. 55-36-4, dated --- 22/24-6-1937 and G.4840-1/P. & S. 38-36-2, dated 9/15-1-1937.

13. Inspection.- The stock of Forms and Stationery articles of the offices in Bangalore City was inspected as and when --- opportunity arose. The number of offices inspected was three. The attention of the officers was drawn to the necessity for a -- proper arrangements of forms and the maintenance of accounts relating to the receipt and issue of stationery articles and forms. A surplus stock of forms, registers and stationery articles valued at Rs.793-8-5 was found in the offices, of which, stock of the value of Rs.707-13-4 was got back to the Press for supply to other offices, and the balance amounting to Rs.85-11-1 being permitted to be --- retained by the offices so as to save transit charges. In the latter case a proportionate reduction was made out of their annual supplies.

Under instructions from the Chief Secretary to Government, the accounts of stationery articles of the General and Revenue Secretariat were inspected in April 1938. Certain errors and defects were noticed and a report about the deficit of Rs.158-15-0 in the stock of certain stationery articles was submitted to the Chief Secretary to Government.

14. Temporary Establishment.- The services of the additional hand sanctioned by Government temporarily for one year on Rs.20/- per mensem from 5th August 1937 were utilised for work --

connected with the adjustment of bills for supplies made to the Paying Departments. As a result of concentration on this work increased realisations amounting to Rs.45,221-0-8 and aggregating Rs.51,107-4-7 including those under adjustment in the Comptroller's office against the budget estimate of Rs.37,500 have been secured. A recommendation has been submitted to Government for making the additional clerk permanent so as to keep the work of the office in an up-to-date condition. If the additional clerk is made -- permanent, it will be possible to show better results in the working of the Depot in the coming years.

15. Conclusion.- The Gazetted and the non-gazetted Staff of the Stationery Depot have worked satisfactorily during the year.

I have the honor to be,

Sir,

Your most obedient servant,

Ag. Superintendent.

A.P.S.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Bangalore, Dated, 21st August 1938.

No.

From

The Secretary to the Government of His Highness the Maharaja of Mysore,
Development Department.

To The Superintendent,
Government Printing,
Bangalore.

Sir,

I am directed to forward herewith a copy of the annual report of the Government Stationery Depot, for the year 1937-38 and to request you to be so good as to have it set in type and 125 copies printed and kept ready for being bound with the Government Review thereon which will be sent to you in due course.

I have the honour to be,

Sir,

Your most obedient servant,

C. D. Srinivasa Char

for Secretary to Government,
Development Department.

Appendix F G—1]

SUBJECT .....

.....

.....

Diary No. of letter replied to.....

General and Revenue Secretariat

( )

the 193 .

Date of issue 23.8.38

Signed by Mc.S.

List of enclosures.....

Copied by .....

Examined by.....

Section P & S.

File No. 23-38

Serial No. 2

No. Q. 1711 Ex. on w/slip.

To The Supdt.,
Govt. Printing,

Sir,

I am directed to forward herewith a copy of the annual report of the Govt. Stationery Depot for the year 1937-38, and to request you to be so good as to have it set in type and 125 copies printed and kept ready for being bound with the Govt. Review thereon which will be sent to you in due course.

I have &c.

Sd

for Secy to Govt.

Dep. Depth.

WD 0521—GPB—30,000—12-3-37

RD 17/8

P+S 23-38-3.

All communications. re Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence re forms and stationery should be in separate letters.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT.

Dated, Bangalore, 18th August *193* 8.

No. S. 578
ENCL. Report in duplicate

GENL & MIS. BRANCH. 1 AUG 1938 1065 GEN. REV. SECTT.

FROM B. VENKATASUBBA RAO, ESQ., B.A., LL.B.,
Ag. SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

M. Venkatanaranappa, Esq., B.A.,
Secretary to Government,
Development Department, Bangalore.

Sir,

Adverting to Government Order No.G.1047-107/G.M. 99-32-5, dated 18-8-1933 directing the submission of a summary of the annual administration reports to Government along with the Reports and -- Statistical returns now being sent for incorporation in the State Administration Report, I have the honor to submit herewith two copies of a summary of the Report on the working of the Stationery Depot for the year 1937-38.

I have the honor to be,
Sir,
Your most obedient servant,
B Venkatasubbarao
Ag. Superintendent.

This may be sent to A.R. section for taking a copy of the ~~Brief~~ summary of the report.
22/8
A.P.S. Copy taken and file returned
22/8

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Office of the Superintendent,
Government Stationery Depot,
Bangalore, dated 15th August 1938.

No.S. 527

From

B. Venkatasubba Rao, Esq., B.A., LL.B.,
Ag. Superintendent of Stationery,
BANGALORE.

To

M. Venkatanaranappa, Esq., B.A.,
Development Secretary to Government,
BANGALORE.

Sir,

With reference to your letter No.G.611-12/P. & S. dated --- 18-7-1938, I have the honor to submit herewith in duplicate a Brief Report on the working of this Department for the year 1937-38 with the necessary statistical statements.

The opening balance of papers and stationery articles at the beginning of the year was Rs.1,11,505-15-6 to which new stock valued at Rs.2,13,984-11-6 was added, making the total value of stock -- Rs.3,25,490-11-0. The value of issues during the year amounted to Rs.1,96,513-0-9 leaving a balance of stock of Rs.1,28,977-10-3 at the end of the year.

The total receipts from the Paying Departments towards the cost of papers and stationery articles supplied during the year were Rs.45,221-0-8. In addition, accepted bills of the value of --- Rs.5,886-3-11 were under adjustment in the Comptroller's office, bringing the total anticipated receipts to Rs.51,107-4-7 against the budget estimate of Rs.37,500/-.

Purchases were made as in previous years through the Stores Purchase Committee who called for tenders and placed orders for the

various papers and stationery articles with the approved tenderers. The total cost of the purchases was Rs.2,01,825-15-7.

During the year under report, stationery was supplied to 37 new offices and supplies to 17 offices were discontinued. The total cost of papers and stationery articles supplied to the several offices of the State was Rs.1,96,513-0-9.

Supplies of stationery articles were made on 594 Standing Lists of various offices during the year. One hundred and seventy-five indents for forms and registers were received. Forms and registers due on 25 standardised indents including the new office of the Registrar of Firms were supplied without fresh indents being received. Supplies were made in some cases on stray requisitions. The standardisation of forms and registers of the Public Works, Public Health and Revenue Survey Department is being carried out in accordance with the Government Orders. Full quantities of forms and registers were supplied under Government Orders to the Income-tax, Electrical, Police, Insurance and the Local Examinations Boards offices and the Health Training Centre at Closepet. The Civil and Criminal forms were supplied at 75% in accordance with Government Orders. Full supplies were made in the case of Record of Rights forms and registers and of certain specified forms like Birth, Death and Marriage Registers of the Department of Public Health, M.A.M. 16(b) and other Receipt Books to Comptroller, and ten kinds of Certificate Forms and Books of Savings Bank to District Treasuries. The supply of 75% in the case of essential stationery articles and forms and registers required for daily use and of 50% in the case of other forms and registers and 'Luxury' stationery articles was continued in the interest of economy in accordance with Government Order No.G.6811-70/P. & S. 51-36-3, dated 9/12-3-1937. Supplemental indents for supply of stationery and forms and registers were complied with in some cases

under Government Orders. The value of additional supplies of -- stationery made during the year was Rs.2,850-4-7. Supplies both of stationery articles and of forms and registers were made on approved Standing Lists as in previous years instead of on annual indents. As references were received from several Heads of Departments about the inadequacy of the supplies made under Economy Orders on the -- basis of Standing Lists prepared so far back as 1930-31 and as the rules regarding the reduction of supplies had to be relaxed by --- Government in many cases after much correspondence, it was ordered in Government Orders Nos. G.7918-70/P. & S. 50-37-2, dated 29-3-1938 and G.10205-50/P. & S. 50-37-11, dated 27-6-1938 that the Standing Lists of all offices might be revised so as to provide for the -- quantities required for each office according to its needs and the average consumption during the past two years, and that the revised Lists should be given effect to from the year 1939-40. Necessary action is being taken in accordance with these orders.

Important Administrative Measures.- (1) The supply of 75% in the case of the important forms and registers required for every-day use and of essential stationery articles and of 50% in the -- general supply of the forms and registers and 'Luxury' stationery articles has been ordered to be continued during the year 1938-39 -- also in view of the reduced budget provision, as per Government -- Order No.G.10205-50/P. & S. 50-37-11, dated 27-6-1938.

(2) An indent has been placed with the Mysore Paper Mills Ltd., for such of the papers as can be manufactured by the Mills during the year 1938-39 in accordance with Government Order No.D. 6432-6500/I. & C. 300-35-1, dated 27-4-1936.

(3) The following special supplies of file-boards and of certain stationery articles were authorised during the year :-

(i) File-boards not exceeding 250 to each of the Secretaries to Government in the Public Works, Railways and Electrical Departments once in

two years on indents of the General and Revenue Secretariat and on special requisitions to the Palace and Dewan's office (Government Order No.G.1034-8/P. & S.91-36-2, dated ---- 5/6-8-1937).

(ii) Supplemental supply of file-boards to the Chief Engineer, Krishnaraja Sagara Works and a supply not exceeding 200 once in two years to the Krishnaraja Sagara Secretariat (No.2655/P. & S. 6-37-6, dated 20/23-9-1937).

(iii) Five hundred file-boards to the Traffic Manager, and District Superintendents, Mysore Railways, from the Government Branch Press, Mysore (No.G.4667/P. & S. 6-37-4, dated 16-12-1937).

(iv) Superior kinds of steel pen nibs such as Ball-pointed, Relief Waverly, etc., in small quantities to Heads of Departments and Secretaries to Government (G.1981-3/P. & S. 4-37-17, dated 30/31-8-1937).

(v) Tub-size Double Foolscap paper in small quantities for the us of the Secretaries to Government and the Major Heads of Departments (No.G.3897-8/P. & S.1-37-75, dated 18-11-1937).

(vi) Copying pencils to Departments other than Public Works and Railways, where necessary (No.G.412/P. & S. 1-37-8, dated 24-11-1937).

Inspections.- The stock of forms and stationery in three -- offices of Bangalore City was inspected during the year. The -- attention of the officers was drawn to the necessity for a proper arrangement of forms and the maintenance of accounts relating to the receipt and issue of stationery articles and forms. A surplus -- stock of forms, registers and stationery articles valued at --- Rs.793-8-5 was found in the offices and the same was either got back to the Press for supply to other offices or adjusted against the supplies due to the offices ~~xxxx~~ for the next year.

The accounts of stationery articles in the General and Revenue Secretariat were inspected in April 1938 under instructions from the Chief Secretary to Government, and a report embodying certain errors and defects noticed was submitted to the Chief Secretary to Government.

I have the honor to be,
Sir,
Your most obedient servant,

Sd/- B. Venkatasubba Rao,

Ag. Superintendent.

" C O P Y "

A.P.S. Ag. Superintendent.

P & S-23-38-H

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

Read:-

Report on the working of the Government Stationery Depot for the year 1937-38 received with letter No.S.526 dated 13th August 1938 from the Superintendent of Stationery.

Order No. G.3915-6

Dated, Bangalore ~~the~~ 3.11. 1938.

Recorded.

page 1.

2. Superintendence:-Mr. B. Srinivasa Iyengar was in charge of the Stationery Depot till 11th April 1938 when he went on privilege leave for two months with effect from 12th April 1938 preparatory to retirement from service from 12th June 1938. Mr. B. Venkata Subba Rao, Assistant Superintendent was in charge of the Depot during the rest of the year.

3. Value of stock:-The value of stock at the beginning of the year was Rs.1,11,506/-, to which new stock valued at Rs.2,13,985/- was added by purchase or otherwise. ~~The total value of stock was Rs.3,25,491 as against Rs.2,58,498/- in the previous year.~~

page 2.

Supplies amounting to Rs.1,96,515/- in value were made to the several offices of the State ~~during the year against~~ (Rs.1,46,992/-) ~~in the previous year~~, leaving a closing stock of the value of Rs.1,28,978.

page 4

4. Purchases:-The value of purchases made through the Stores Purchase Committee amounted to Rs.2,01,826/- ~~as against~~

page 4. (Rs.1,90,585/-) ~~in the previous year.~~ Articles ~~of Mysore~~ manufactured costing Rs.8,260/- were purchased ~~during the year~~ against (Rs.5381/-) ~~last year~~ and the value of purchases of articles of Indian manufacture amounted to Rs.1,68,915/- ~~against~~ (Rs.1,11,555/-) ~~in the previous year~~.

page 7

page 11 5. Expenditure:- The Expenditure of the Stationery Depot during the year was ~~xxxxxx~~ Rs.7,756/- against Rs.7,866/- for 1936-37.

page 3. 6. Receipts:- The total demand against the paying Departments, etc., including arrears of the previous years stood at Rs.89,186/- and the total receipts amounted to Rs.45,221/- leaving a balance of Rs.43,962/-. More prompt adjustment of the bills by the paying departments appears necessary as the outstandings are heavy the Heads of Departments or officers concerned will look into the matter and take needful action. ~~The outstandings are heavy.~~

page 13. 7. Supply of Stationery and Forms:- As the need for economy still continued to exist, ~~reduced supplies both~~ the issue of stationery and of forms and registers ~~at~~ was reduced 75% of the usual quantity in the case of the essential stationery articles and forms and registers ~~required for daily use~~ and 50% in the case of ~~'Luxury'~~ less important articles and ~~ordinary forms and registers were made during the year~~ printed forms. Representations in regard to the inadequacy of the supplies having been ~~received~~ received it has been ordered that the Standing Lists of all

page 14. Offices prepared so long ago as 1930-31 might be revised so as to provide for the requirements of the several offices according to their present needs with reference

page 14.

also to their average consumption during the past two years and that the revised lists be given effect to from the year 1939-40. Necessary action is being taken in the matter accordingly.

page 21

8. General:- With a view encourage local manufactures an indent has been placed with the Mysore Paper Mills Ltd., through the Stores Purchase Committee for the supply of such of the papers as could be manufactured by the Mills during the year 1938-39. Permission was also granted to the said Mills to remove waste papers of all ~~varieties~~ kinds from all offices and institutions under Government management and the Local Bodies except the Mysore Railway Department.

page 23.

9. Inspection:- The Superintendent of Stationery inspected three offices in Bangalore City as a result of which surplus stock of forms and stationery articles valued at Rs.708/- was taken back to the Depot.

10. The work of the Stationery Depot during the year was satisfactory.

Secretary to Government,
Development Department.

To 21-10-38

The Superintendent of Stationery.
The Comptroller to the Govt. of Mys.

Aga/1.

21/10/38

Fair draft as approved by Dy. Secy.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE

44

Read:-

Report on the working of the Government Stationery Depot for the year 1937-38 received with letter No.S.526 dated 13th August 1938 from the Superintendent of Stationery.

Order No. G 3905-6/Pr & S 23-38-4

Dated, Bangalore the 3rd November 1938.

R e c o r d e d.

2. Superintendence:- Mr. B. Srinivasa Iyengar was in charge of the Stationery Depot till 11th April 1938 when he went on privilege leave for two months with effect from 12th April 1938 preparatory to retirement from service from 12th June 1938. Mr. B. Venkata Subba Rao, Assistant Superintendent was in charge of the Depot during the rest of the year.

3. Value of stock:- The value of stock at the beginning of the year was Rs.1,11,606/- to which new stock valued at Rs.2,13,985/- was added by purchase or otherwise. Supplies amounting to Rs.1,96,613/- in value were made to the several offices of the State (Rs.1,46,992) leaving a closing stock of the value of Rs.1,28,978.

4. Purchases:-The value of purchases made through the Stores Purchase Committee amounted to Rs.2,01,826/- (Rs.1,55,385) articles manufactured in Mysore costing Rs.8,260/- were purchased (Rs.6,381/-) and the value of purchases of articles of Indian manufacture amounted to Rs.1,68,913/- (Rs.1,11,535).

5. Expenditure:-The expenditure of the Stationery Depot during the year was Rs.7,756/- against Rs.7,866/- for 1936-37.

6. Receipts:- The total demand against the paying departments etc., including arrears of the previous years stood at Rs.89,183/- and the total receipts amounted to Rs.45,221/- leaving a balance of Rs.43,962/-. More prompt adjustment of the bills by the paying departments appears necessary as the outstandings are heavy. The Heads of Departments or Officers concerned will look into the

the matter and take needful action.

7. Supply of Stationery and Forms:- As the need for economy still continued to exist, the issue of stationery and forms and registers was reduced to 75% of the usual quantities in the case of the essential stationery articles and forms and registers and 50 per cent in the case of less important articles and printed forms. Representations in regard to the inadequacy of the supplies having been received it has been ordered that the Standing Lists of all Offices prepared so long ago as 1930-31 might be revised so as to provide for the requirements of the several offices according to their present needs with reference also to their average consumption during the last two years and that the revised lists be given effect to from the year 1939-40. Necessary action is being taken in the matter accordingly.

8. General:-With a view to encourage local manufactures an indent has been placed with the Mysore Paper Mills, Ltd., through the Stores Purchase Committee for the supply of such of the papers as could be manufactured by the Mills during the year 1938-39. Permission was also granted to the said Mills to remove waste papers of all kinds from all offices and institutions under Government management and the Local Bodies except the offices of the Mysore Railway Department.

9. Inspection:-The Superintendent of Stationery inspected three offices in Bangalore City as a result of which surplus stock of forms and stationery articles valued at Rs.708/- was taken back to the Depot.

10. The work of the Stationery Depot during the year was satisfactory.

C. S. Srinivasa Char

for Secretary to Government,
Development Department.

To

The Superintendent of Stationery.
The Comptroller, ~~through the Financial Secretariat.~~

Aga/5.

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read:-

Report on the working of the Government Stationery Depot for the year 1937-38 received with letter No.S.526 dated 13th August 1938 from the Superintendent of Stationery.

Order No. G 3905-6 P & S 23-38-4

Dated. Bangalore the ~~1st~~ 3rd November 1938.

R e c o r d e d.

2. Superintendence:- Mr. B. Srinivasa Iyengar was in charge of the Stationery Depot till 11th April 1938 when he went on privilege leave for two months with effect from 12th April 1938 preparatory to retirement from service from 12th June 1938. Mr. B. Venkata Subba Rao, Assistant Superintendent was in charge of the Depot during the ~~year~~ rest of the year.

3. Value of stock:- The value of stock at the beginning of the year was Rs.1,11,506/- to which new stock valued at Rs.2,13,985/- was added by purchase or otherwise. Supplies amounting to Rs.1,96,513/- in value were made to the several offices of the State (Rs.1,46,992) leaving a closing stock of the value of Rs.1,28,978.

4. Purchases:-The value of purchases made through the Stores Purchase Committee amounted to Rs.2,01,826/- (Rs.1,55,385) articles manufactured in Mysore costing Rs.8,260/- were purchased (Rs.6,381/-) and the value of purchases of articles of Indian manufacture amounted to Rs.1,68,913/- (Rs.1,11,535).

5. Expenditure:-The expenditure of the Stationery Depot during the year was Rs.7,756/- against Rs.7,866/- for 1936-37.

6. Receipts:- The total demand against the paying departments etc., including arrears of the previous years stood at Rs.89,183/- and the total receipts amounted to Rs.45,221/- leaving a balance of Rs.43,962/-. More prompt adjustment of the bills by the paying departments appears necessary as the outstandings are heavy. The Heads of Departments or Officers concerned will look into the ~~concerned~~

the matter and take needful action.

7. Supply of Stationery and Forms:- As the need for economy still continued to exist, the issue of stationery and forms and registers was reduced 75% of the usual quantities in the case of the essential stationery articles and forms and registers and 50 per cent in the case of less important articles and printed forms. Representations in regard to the inadequacy of the supplies having been renewed it has been ordered that the Standing Lists of all Offices prepared so long ago as 1930-31 might be revised so as to provide for the requirements of the several offices according to their present needs with reference also to their average consumption during the last two years and that the revised lists be given effect to from the year 1939-40. Necessary action is being taken in the matter accordingly.

8. General:-With a view to encourage local manufactures an indent has been placed with the Mysore Paper Mills, Ltd., through the Stores Purchase Committee for the supply of such of the papers as could be manufactured by the Mills during the year 1938-39. Permission was also granted to the said Mills to remove waste papers of all kinds from all offices and institutions under Government management and the Local Bodies except the offices of the Mysore Railway Department.

9. Inspection:-The Superintendent of Stationery inspected three offices in Bangalore City as a result of ~~which~~ which surplus stock of forms and stationery articles valued at Rs.708/- was taken back to the Depot.

10. The work of the Stationery Depot during the year was satisfactory.

C. V. Srinivasa Char

for Secretary to Government,
Development Department.

To

The Superintendent of Stationery.
The Comptroller, ~~through the Financial Secretariat.~~

Aga/5.

REPORT ON THE WORKING OF THE GOVERNMENT STATIONERY DEPÔT FOR THE YEAR 1937-38

WITH THE GOVERNMENT REVIEW THEREON.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. G. 3905-6—P. & S. 23-38-4, dated 3rd November 1938.

Report on the Working of the Government Stationery Depot.

Reviews the —— for the year 1937-38.

READ—

Report on the working of the Government Stationery Depôt for the year 1937-38, received with letter No. S. 526, dated 13th August 1938, from the Superintendent of Stationery.

ORDER No. G. 3905-6—P. & S. 23-38-4, DATED BANGALORE, THE 3RD NOVEMBER 1938.

Recorded.

2. *Superintendence.*—Mr. B. Srinivasa Iyengar was in charge of the Stationery Depôt till 11th April 1938 when he went on privilege leave for two months with effect from 12th April 1938 preparatory to retirement from service from 12th June 1938. Mr. B. Venkatasubba Rao, Assistant Superintendent, was in charge of the Depôt during the rest of the year.

3. *Value of Stock.*—The value of stock at the beginning of the year was Rs. 1,11,506 to which new stock valued at Rs. 2,13,985 was added by purchase or otherwise. Supplies amounting to Rs. 1,96,513 (Rs. 1,46,992), in value were made to the several offices of the State, leaving a closing stock of the value of Rs. 1,28,978.

4. *Purchases.*—The value of purchases made through the Stores Purchase Committee amounted to Rs. 2,01,826 (Rs. 1,55,385), articles manufactured in Mysore costing Rs. 8,260 (Rs. 5,381) were purchased and the value of purchases of articles of Indian manufacture amounted to Rs. 1,68,913 (Rs. 1,11,535).

5. *Expenditure.*—The expenditure of the Stationery Depôt during the year was Rs. 7,756 against Rs. 7,866 for 1936-37.

6. *Receipts.*—The total demand against the paying departments, etc., including arrears of the previous years stood at Rs. 89,183 and the total receipts amounted to Rs. 45,221, leaving a balance of Rs. 43,962. More prompt adjustment of the bills by the paying departments appears necessary as the outstandings are heavy. The Heads of Departments or Officers concerned will look into the matter and take needful action.

7. *Supply of Stationery and Forms.*—As the need for economy still continued to exist, the issue of stationery and forms and registers was reduced to 75 per cent of the usual quantities in the case of the essential stationery articles and forms and registers and 50 per cent in the case of less important articles and printed forms. Representations in regard to the inadequacy of the supplies having been renewed, it has been ordered that the Standing Lists of all offices prepared so long ago as 1930-31 might be revised so as to provide for the requirements of the several offices according to their present needs with reference also to their average consumption during the last two years and that the revised lists be given effect to from the year 1939-40. Necessary action is being taken in the matter accordingly.

8. *General.*—With a view to encourage local manufactures, an indent has been placed with the Mysore Paper Mills, Ltd., through the Stores Purchase Committee for the supply of such of the papers as could be manufactured by the

Mills during the year 1938-39. Permission was also granted to the said Mills to remove waste papers of all kinds from all offices and institutions under Government management and the Local Bodies except the offices of the Mysore Railway Department.

9. *Inspection.*—The Superintendent of Stationery inspected three offices in Bangalore City, as a result of which surplus stock of forms and stationery articles valued at Rs. 708 was taken back to the Depôt.

10. The work of the Stationery Depôt during the year was satisfactory.

J. APPAJI GOWDA,
Secretary to Government,
Development Department.

To—The Superintendent of Stationery.
The Comptroller to Government.

EXD.—C. K.

WD 742—GPB—650—19-11-38

OFFICE OF THE SUPERINTENDENT,
GOVT. STATIONERY DEPOT,

No. S. 526. *Bangalore, dated 13th August 1938.*

FROM

B. VENKATASUBBA RAO, ESQ., B.A., LL.B.,
Acting Superintendent of Stationery,
Bangalore.

To

M. VENKATANARANAPPA, ESQ., B.A.,
Secretary to Government,
Development Department, Bangalore.

SIR,

I have the honour to submit the report on the working of the Government Stationery Depôt, Bangalore, for the year 1937-38.

2. *Superintendence.*—Mr. B. Srinivasa Iyengar was in charge of the office till 11th April 1938, when he proceeded on privilege leave for two months with effect from 12th April 1938, preparatory to retirement from service from 12th June 1938, as sanctioned in Government Notification No. 2756—C. B. 168-37-2, dated 2nd April 1938. I was in charge of the office during the rest of the year.

I was in immediate and responsible charge of the Stationery Depôt as Assistant Superintendent till 11th April 1938, and continued to hold charge of the duties in addition to my own till 20th May 1938, when Mr. K. Shamanna, B.A., LL.B., who was appointed Acting Sub-Assistant Superintendent, Government Press, in Notification No. G. 9149—P. & S. 84-37-3, dated 18th May 1938, was put in immediate charge of the Stationery Depôt. He continued to hold charge till the end of the year.

3. *Value of Stock.*—The opening balance of the stock at the beginning of the year was Rs. 1,11,505-15-6 against Rs. 91,950-4-1 in the previous year. New stock valued at Rs. 2,13,984-11-6 as per statement given below was either purchased or received from the Press and other offices, making the value of stock Rs. 3,25,490-11-0 against Rs. 2,58,498-0-3 in the previous year. The value of issues to the several offices amounted to Rs. 1,96,513-0-9 against Rs. 1,46,992-0-9 in the previous year, leaving a balance of stock of Rs. 1,28,977-10-3 at the end of the year against Rs. 1,11,505-15-6 in the previous year.

Statement showing the details of new stock added during the year.

No.	Description	1936-37	1937-38
		Rs. a. p.	Rs. a. p.
1	Value of papers and stationery purchased ...	1,55,832 2 10	2,02,382 10 6
2	Value of blank books, etc., received from the Press ...	10,026 3 4	11,226 0 0
3	Value of articles received from various offices ...	687 6 0	376 1 0
	Total ...	1,66,547 12 2	2,13,984 11 6

Value of Stock at the Government Branch Press, Mysore.—The following statement gives the details of stock of papers and stationery articles held by the Government Branch Press, Mysore, during the year.

No.	Description	Value
		Rs. a. p.
1	Opening balance of paper and stationery articles on 1st July 1937 ...	8,741 15 7
2	Receipts during the year	29,153 6 7
	Total Stock ...	37,895 6 2
3	Issues during the year	32,171 0 8
	Closing balance of stock on 30th June 1938 ...	5,724 5 6

4. *Realisations from Paying Departments.*—The total demand against the various Paying Departments towards the cost of stationery articles and printing papers supplied to them during the year, including half the cost of paper supplied for printing the forms, registers and cheque books of the municipal councils and local bodies, which is charged to them in accordance with Government Order Nos. L. 821-7-34—P. & S. 86-24-172, dated 6th April 1931 and L. 7824-43—Ml. 169-34-4, dated 9—10th April 1935, was Rs. 63,911-9-6 against Rs. 35,059-5-9 in the previous year. Including the arrears of previous years amounting to Rs. 25,271-11-4, the aggregate demand stood at Rs. 89,183-4-10.

Against this demand, a sum of Rs. 11,122-14-8 in respect of the previous years' arrears and Rs. 34,098-2-0 out of the current year's demand was realised, bringing the total receipts to Rs. 45,221-0-8 against Rs. 41,577-9-5 in the previous year. Bills to the extent of Rs. 5,886-3-11 were also received duly accepted by the departments and are under adjustment in the Comptroller's office in the accounts of the year. It will thus be seen that there has been much improvement in the revenue receipts during the year as a result of the special measures taken in accordance with the Financial Secretary's Circular No. Fl. 603-62—G. F. 18-35-1, dated 18th July 1935.

The total pendency of bills including those sent to the municipalities and local boards was Rs. 43,962-4-2 comprising Rs. 14,158-12-4 out of the previous years' arrears and Rs. 29,803-7-10 out of the current dues. Steps are being taken to get the outstanding bills adjusted in accordance with Government Circular No. G. 3710-60—P. & S. 24-35-6, dated 12th November 1935, and it is anticipated that all the outstandings will be recovered at a very early date.

5. *Purchases.*—Purchases were made as in previous years through the Stores Purchase Committee, who called for tenders and placed orders for the various kinds of papers and stationery articles. In a few cases, however, local purchases were made, mostly of articles not stocked for general supply to meet the urgent demands of the Palace and the Secretariat. Arrangements were also made during the year to purchase and stock certain special kinds of steel pen nibs and superior note papers and envelopes required for the use of the Palace and the Secretariat. The value of purchases made through the Stores Purchase Committee amounted to Rs. 2,01,825-15-7 as against Rs. 1,55,385-1-7 in the previous year, while that of casual purchases was Rs. 556-10-11 against Rs. 447-1-3 in the previous year.

The following table gives the names of the successful tenderers, the articles bought from each of them and their value.

Statement showing the details of Stationery and Papers purchased during the year 1937-38.

No.	Name of firm	Description of article	Amount		
			Rs.	a.	p.
	Messrs.—				
1	John Dickinson & Co., Ltd., London.	Manilla, Wattman's drawing, section, cloth-lined, imitation hand made and art papers.	4,121	13	10
2	Spicers (Export), Ltd., London ...	Imitation hand made paper.	129	15	2
3	Alex Pirie Export Co., Ltd., London.	Carrara note paper and envelopes.	945	14	3
4	Kolok Manufacturing Co., Ltd., London.	Typewriting ribbons and pencil carbon papers.	1,143	10	9
5	The Bharat Carbon and Ribbon Manufacturing Co., Karachi.	Typewriting ribbons, carbon papers and pen carbon paper.	2,502	8	0
6	The South Indian Export Co., Ltd., Madras. (Agents for the Titaghur Paper Mills Co., Ltd.).	Glazed tinted cover paper, typewriting thick and thin, white cartridge, coloured and white printing papers,	83,813	7	8
7	Wilson & Co. (Agents for the Bengal Paper Mills Co., Ltd., Madras).	Brown cartridge, creamlaid draft and blotting papers.	26,841	7	6
8	The Deccan Paper Mills Co., Ltd., Poona.	Badamy papers ...	30,780	13	9
9	J. B. Advani & Co., Ltd., Madras ...	Art paper	766	11	6
10	McDowell & Co., Ltd., Madras ...	Azurelaid papers and rough white printing paper.	23,659	15	5
11	D. Gestetner & Co., Ltd., Madras ...	Cyclostyle accessories, papers and ink tubes.	1,409	2	2
12	John Dickinson & Co., Ltd., Madras.	"Hoogly" thumb impression ink ...	80	0	0
13	P. Orr & Sons, Ltd., Madras ...	"Castle" drawing paper ...	772	7	2
14	Charles Morgan & Co., Ltd., Madras.	Glazed tinted cover paper and kraft paper.	235	13	2
15	The Madras Pencil Factory, Madras.	Drawing, copying, black lead pencils and coloured pencils.	648	12	0
16	The Burmah-Shell Oil Storage and Distributing Co. of India, Ltd., Madras.	"Belmont" candles ...	368	8	8
17	The Typewriter and Office Appliances, Bangalore.	Typewriting ribbons ...	703	11	2
18	J. V. Navlakhi & Co., Bombay.	Scissors and drawing materials.	305	6	8
19	Parry & Co., Bangalore ...	"Cock and Key" Stearine candles.	665	8	0
20	T. M. Abdul Gaffoor & Co., Bangalore	Paper and stationery articles ...	7,609	0	11
21	M. A. Salam Abdul Majeed & Co., Bangalore.	Do ...	5,033	7	0
22	Lindner & Co., Bangalore ...	Pen-knives and stationery articles ...	135	0	0
23	Yacoob Sheriff & Co., Bangalore ...	Green baize ...	992	13	2
24	Abdul Cureem & Sons, Bangalore ...	'Kora' long cloth ...	426	9	0
25	The Superintendent, Central Jail, Bangalore.	Thablak thread, cotton tags, country red and white tapes, ink-stands and rulers.	936	2	0
26	The Superintendent, Government Industrial and Testing Laboratory, Bangalore.	Blue-black ink and red ink powders and blue-black ink jars.	3,504	6	0
27	The Superintendent, Government Soap Factory, Bangalore.	Liquid gum bottles and quick-fix bottles.	176	0	8
28	The Government Lac Factory, Bangalore.	Sealing wax ...	1,970	0	0
29	The Institute of Cottage and Home Industries, Mysore.	Superior cotton tags ...	68	12	0
30	The Superintendent, Government Industrial School, Channapatna.	Pen-holders and paper weights.	753	0	0
31	The Jain's Ink Depôt, Bangalore.	Blue-black ink powder ...	250	0	0
32	The Solar Ink Manufacturing Co., Bangalore.	Red ink powder ...	75	0	0
		Total ...	2,01,825	15	7
33	Casual purchases ...	.....	556	10	11
		Grand Total ...	2,02,382	10	6

Articles of Mysore manufacture purchased during the year comprised thablak thread, cotton tags, country red and white tape, ink-stands and rulers from the

Central Jail, Bangalore; pen-holders and paper weights from the Government Industrial School, Channapatna; liquid gum and quick-fix bottles from the Government Soap Factory, Bangalore; sealing wax from the Government Lac Factory, Bangalore; blue-black and red ink powders and blue-black ink jars from the Government Industrial and Testing Laboratory, Bangalore; blue-black and red ink powders from the Jain's Ink Depôt, Bangalore and the Solar Ink Manufacturing Co., Ltd., Bangalore, respectively; superior cotton tags from the Institute of Home and Cottage Industries, Mysore; and 'Kora' long cloth manufactured by the Mysore Spinning and Manufacturing Co., Ltd., Bangalore, supplied by Messrs. Abdul Cureem & Sons, Bangalore. The total value of such purchases was Rs. 8,259-13-8 against Rs. 5,381-5-6 in the previous year.

The total value of articles of Indian manufacture excluding those of Mysore referred to above purchased during the year was Rs. 1,68,912-8-4 against Rs. 1,11,534-15-11 in the previous year. The articles included printing, type-writing, coloured, white cartridge and cover papers manufactured by the Titaghur Paper Mills Co., Ltd., Calcutta; azurelaid printing and writing papers and rough printing paper from the Indian Paper Pulp Co., Ltd., Calcutta; badami papers manufactured by the Deccan Paper Mills Co., Poona; draft foolscap, blotting and brown cartridge papers manufactured by the Bengal Paper Mills Co., Ltd., Calcutta; type-writing ribbons and carbon papers and pen carbon papers manufactured by the Bharat Carbon and Ribbon Manufacturing Co., Ltd., Karachi; 'Star of India' black-lead, coloured, drawing and copying pencils from the Madras Pencil Factory, Madras, and 'Cock and Key' Stearine candles manufactured in Burma, supplied by Messrs. Parry & Co., Bangalore. All other varieties of paper and stationery articles were of foreign origin, but all of them except those supplied by the firms Nos. 1 to 4 were supplied by local or other Indian firms. Local and Indian manufacturers are thus being encouraged to a large extent.

6. *Issues.*—The total number of issues during the year under report, including the issues of paper and binding materials to the Press, was 1,841 against 1,782 in the previous year. Of this number, 594 were on Standing Lists, the remainder being advances, balances and additional supplies on Standing Lists. The total value of issues, excluding the issues of paper and binding materials to the Press, was Rs. 86,449-2-0 against Rs. 76,625-2-5 in the previous year. The following statement shows the names of departments to which supplies were made and the value of supplies made to each.

Statement showing the value of issues made during the year.

No.	Name of department.	Amount. Rs.	a.	p.
1	Judicial	5,404	6	6
2	Revenue	10,138	15	4
3	Public Works Department	7,128	4	10
4	Forest	2,717	0	9
5	Police	1,605	2	10
6	General and Revenue Secretariat	3,814	3	9
7	Treasuries	1,058	5	8
8	Agriculture	2,857	0	7
9	Railways	757	4	0
10	University	3,034	2	0
11	Education	3,273	8	9
12	Medical	1,542	1	10
13	Income-tax	390	2	0
14	Excise	626	5	0
15	Geological Department	260	4	3
16	Palace	1,038	3	1
17	Meteorological Department	54	10	7
18	Stamps	86	0	9
19	Registration	751	3	7
20	Lock-ups	564	8	4
21	Other departments, such as Military, Co-operative Societies, Electrical, etc.	19,351	11	0
22	Government Branch Press, Mysore	19,995	8	7
23	Government Central Press, Bangalore ...	1,10,063	14	9
	Total value of issues ...	1,96,513	0	9

The total cost of paper, etc., supplied to the Central Press amounted to Rs. 1,10,063-14-9 against Rs. 70,366-14-4 in the previous year.

The following list gives the names of new offices to which supplies were made during the year under report and the names of offices which were abolished either permanently or temporarily or to which supply from the Stationery Depôt was discontinued :—

Offices newly created or those to which supply was commenced.

1. The Amildar, Maddur Taluk, Maddur. (For the special establishment of the Irwin Canal Section.)
2. The Amildar, Mandya Taluk, Mandya. (For the special establishment of the Irwin Canal Section.)
3. The Superintendent, Intermediate College, Bangalore. (For use of the Examinations.)
4. The Superintendent, Intermediate College, Mysore. (For use of the Examinations.)
5. The Principal, Maharaja's College, Mysore. (For use of the Examinations.)
6. The Principal, Central College, Bangalore. (For use of the Examinations.)
7. The Principal, Engineering College, Bangalore. (For use of the Examinations.)
8. The Principal, Medical College, Mysore. (For use of the Examinations.)
9. The Principal, Medical School, Bangalore. (For use of the Examinations.)
10. The Superintendent, Women's Intermediate College, Bangalore. (For use of the Examinations.)
11. The Principal, Maharani's Women's College, Mysore. (For use of the Examinations.)
12. The Superintendent of Practical Instruction, Bangalore.
13. The Manager, Rural Welfare Centre, Closepet.
14. The District Magistrate, Tumkur. (For the use of the Bus Section.)
15. The Amildar, Taluk Office, French-Rocks. (For the use of the Irwin Canal Section Clerk.)
16. The Health Survey Unit, Bhadravati Reservoir Project (Camp Bhadravati).
17. The Superintendent, Generating Station, Sivasamudram.
18. The Superintendent, Power and Lighting, Bangalore.
19. The Superintendent, Power and Lighting, Mysore.
20. The Superintendent, Power and Lighting, Champion Reefs, Kolar Gold Fields.
21. The Superintendent, Power and Lighting, Kankanhalli.
22. The Superintendent of Lines, Bangalore.
23. The Superintendent, Power and Lighting, Bhadravati.
24. The Assistant Commissioner, Tumkur Sub-Division, Tumkur. (For use of the newly created Sub-Division comprising Tumkur and Kunigal Taluks.)
25. The Executive Engineer, Irwin Canal Construction Division, Mandya.
26. The Executive Engineer, New Mandya Division, Mysore.
27. The Superintendent, Fruit Research Station, Hessarghatta.
28. The Registrar of Firms, Bangalore.
29. The Head Master, School for the Deaf and Blind Boys, Mysore.
30. The Superintendent, Government Gardens. (For the use of the Sales Depot, Lal-Bagh, Bangalore.)
31-6. The Revenue Sub-Division Officer and Chairman, Debt Conciliation Scheme in the taluks of Sagar, Koppa, Chikballapur, Madhugiri, Devanhalli and Nagamangala. (Forms and Stationery.)
37. The Editor, "Prabuddha Karnataka," Mysore.

Offices abolished or those to which supply was discontinued.

1. The Chief Store-keeper, Mysore State Railway, Mysore.
2. The Traffic Manager, Mysore State Railway, Mysore.
3. The Loco. and Carr. Superintendent, Mysore State Railway, Mysore.
4. The Auditor, Mysore State Railway, Mysore.
5. The Senior Executive Engineer, Mysore State Railway, Mysore.
6. The Superintendent, Way and Works, Mysore State Railway, Mysore.
7. The Agent, Mysore State Railway, Mysore.
8. The Senior Executive Engineer, Mysore State Railway, Mysore. (Special work for remodelling at Central Industrial Workshop, Interlocking, etc.)
9. The District Traffic Superintendent, Mysore State Railway, Bangalore.
10. The District Traffic Superintendent, Mysore State Railway, Shimoga.
11. The District Traffic Superintendent, Mysore State Railway, Hassan.
12. The District Traffic Superintendent, Arasalu-Sagar Railway Construction, Sagar.
13. The Land Acquisition Officer, Arasalu-Sagar Railway Construction, Sagar.
14. The Deputy Registrar of Co-operative Societies in charge of Kolar Division, Bangalore.
15. The Organiser, Adviser and Inspecting Officer of all Maternity, Child and other Welfare Work, Mysore State, Mysore.
16. The Officer Commanding, I Battalion, Mysore Infantry, Kolar.
17. The Chairman, Bench of Magistrates' Court, Alur.

Thus there was a net decrease of 20 in the number of offices to which supplies were made from the Stationery Depôt, during the year.

7. *Expenditure.*—The expenditure of the Stationery Depôt during the year under report was Rs. 7,756-3-6 against Rs. 7,866-5-4 in the previous year which is classified under the following heads:—

		Rs.	a.	p.
1. Establishment		6,554	15	0
2. Contingencies		1,201	4	6
Total ...		7,756	3	6

The charges incurred on the handling and storage of stock thus work out to about 4 per cent as against 4½ per cent in the last year.

8. *Indents for Forms.*—One hundred and seventy-five indents for forms and registers were received during the year as against 147 in the previous year. Forms and registers due on 25 standardised indents including that of the new office of the Registrar of Firms to which supply was made in accordance with Government Order No. D. 5100—J.-S. 32-36-14, dated 16—19th January 1938, were supplied without fresh indents being received from the departments, and in some cases on stray requisitions. The work of standardisation of the Public Works, Police, Health and Revenue Survey Departmental forms is being continued. Supply of full quantities of forms and registers was made under Government orders to the Income-tax, Electrical, Police, Insurance and the Local Examinations Boards and to the Health Training Centre at Closepet. The indents for Record of Rights forms and registers received from the Superintendent of Land Records, Survey and Settlement and the Deputy Commissioners of Districts were complied with in full as in previous years. Full quantities of Birth, Death and Marriage Registers were supplied to all the taluks as per Government orders. M. A. M. 16 (b) and other Receipt Books were supplied to the Comptroller in full quantities for distribution among the local bodies and full quantities of ten kinds of certificate forms and books of Savings Bank were printed and supplied to the District Treasuries as per Comptroller's letter No. 437—S. B., dated 3rd March 1938. Civil and Criminal forms are being supplied to the Courts at 75 per cent in accordance with Government orders. Acquittance Roll Books in the prescribed form were printed for general supply as suggested by the Comptroller in accordance with Government letter No. G. 1622— P. & S. 2-37-10, dated 14—16th August 1937.

The reduction of 50 per cent in the general supply of forms and registers has been continued during this year in the interests of economy, the supply of essential forms and registers required for every day use being however raised to 75 per cent in accordance with Government Order No. G. 6811-70—P. & S. 51-36-3, dated 9—12th March 1937.

9. *Stock-taking.*—The annual stock-taking of Stores was done on 3rd January 1938. The value of excesses found was Rs. 1,568-0-9 and that of deficiencies was Rs. 1,316-15-6. The result of the stock-taking has been submitted to Government with a note regarding the causes for the differences and excesses and deficiencies will be adjusted in the accounts on receipt of Government orders. The Issue, Receipt and Stock Registers of Stores were maintained satisfactorily.

10. *Statistics of Business.*—During the year under report, 5,894 letters were received, of which 5,054 were replied, 764 were disposed of by complying with the requisitions contained in them for the supply of balances of stationery articles, advances and additional supplies on Standing Lists, 36 were under correspondence and the remaining 40 were pending disposal.

The number of letters pertaining to forms and registers received in the year was 5,360, of which 3,900 were replied, 1,430 were disposed of by complying with the requisitions contained in them for balances, advances and additional supplies and by issue of Work Dockets for printing of the works and 30 were pending disposal.

11. *Stationery Articles and Forms Supplied.*—The procedure of making supplies of stationery articles and forms on approved Standing Lists based on the average

consumption and the strength of establishment maintained in the Stationery Depôt instead of on annual indents was continued. On account of the continued financial stringency, reduced supplies both of stationery and of forms and registers at 75 per cent in the case of the essential stationery articles and forms and registers required for daily use and 50 per cent in the case of the 'Luxury' articles and ordinary forms and registers were continued during the year. In consequence, requisitions were sent up for additional supplies by many Government offices and additional supplies of stationery articles were sanctioned by Government in 76 cases during the year to meet urgent requirements. The value of such supplies was Rs. 2,850-4-7.

The supply of full quantities of stationery articles sanctioned by Government in the case of certain Paying Departments like the Electrical Department and the State Life Insurance Department, and three-fourths supplies in the case of the Revenue Department was continued. Requisitions received for the supply of stationery articles for Record of Rights work in taluk offices from the Deputy Commissioners of Districts and the Superintendent of Land Records were complied with in full according to the Standing Orders. Direct supplies of stationery to the Sectional offices of the Electrical Department instead of on a consolidated indent for the whole department were made from the Stationery Depôt in accordance with Government letter No. G. 5682—P. & S. 1-36-136, dated 5—9th February 1937, and enhanced supplies as indented for were issued as authorised in Order No. G. 1935—P. & S. 1-37-31, dated 27—30th August 1937.

As references were received from several Heads of Departments about the inadequacy of the supplies made under Economy Orders on the basis of the Standing Lists of offices which were prepared so far back as 1930-31 and as the rules regarding the reduction of supplies had to be relaxed by Government in various cases after much correspondence, it was ordered in Government Orders Nos. G. 7918-70—P. & S. 50-37-2, dated 29th March 1938 and G. 10205-50—P. & S. 50-37-11, dated 27th June 1938, that the Standing Lists of all offices might be revised so as to provide for the quantities required for each office according to its needs and the average consumption during the past two years, and that the revised lists should be given effect to from the year 1939-40. Necessary action is being taken in accordance with these orders.

Supplies of stationery and forms were made under Government orders to 37 new offices noted above.

The registers and forms noted below were newly introduced and were printed and supplied in accordance with the Government orders noted against each :—

No.	*Registers and Forms.*	*Number and Date of Government Order.*
1.	Seed Covers, Labels, Address Cards and Invoice Books required by the Lal-Bagh (Cost to be recovered).	G. 423—P. & S. 2-36-166, dated 14—15th July 1937.
2.	Breeding Record of Bulls to the Superintendent, Civil Veterinary Department, Bangalore.	D. 516—L. & R. 4-36-47, dated 17th July 1938.
3.	Receipt Books to the Assistant Engineer, Headquarter Range, Mysore.	G. 857—P. & S. 2-37-7, dated 2nd August 1937.
4.	Twenty-six kinds of forms to the Health Training Centre, Closepet.	G. 944-6—G. M. 124-36-7, dated 2nd—4th August 1937.
5.	Thirteen kinds of forms to the Superintendent, Vaccine Institute.	G. 934—P. & S. 2-37-8, dated 4th August 1937.
6.	Revised Survey Form No. 240 to the Commissioner for Settlement and Land Records.	R. 740—L. S. 3-37-2, dated 12th August 1937.
7.	Weekly Report form for controlling Coffee Borer Pest to the Director of Agriculture.	D. 1568-70—A. & E. 187-36-11, dated 13—14th August 1937.
8.	Demand Register Form No. VI (a) to the Director of Land Records.	R. 733—L. S. 37-36-5, dated 11th August 1937.
9.	Cash Remittance Register and Register of Contingent Charges to all the Civil Courts in the State.	G. 1703—P. & S. 2-37-11, dated 19th August 1937.
10.	Acquittance Roll Book common to all Public Offices.	G. 1622—P. & S. 2-37-10, dated 7th September 1937.
11.	Weekly Return of Cotton Pressed to the Director of Industries and Commerce.	G. 2230—P. & S. 2-37-23, dated 9th September 1937.

No.	Registers and Forms.	Number and Date of Government Order.
12.	'C' Mutchalika forms to the Chief Engineer, K. R. S. Works and to the Deputy Commissioner, Mysore District.	G. 2272—P. & S. 2-37-22, dated 9th September 1937.
13.	Stud Register to be supplied on 1937-38 indent and 6 registers to be included in the standardised list to the Director of Agriculture.	G. 2760—P. & S. 2-37-33, dated 28th September 1937.
14.	Workshop Marks Register to the Director of Public Instruction.	G. 2764—P. & S. 2-37-31, dated 28th September 1937.
15.	Reminder forms to the Medical Stores, Bangalore.	G. 2767—P. & S. 2-37-32, dated 28th September 1937.
16.	Sale Certificate Register to all the Civil Courts in the State.	G. 2041-2—Cts. 80-37-2, dated 16th October 1937.
17.	Seventeen kinds of forms to the Mechanical Transport Corps.	G. 3291-4—Mily. 51-35-2, dated 22nd October 1937.
18.	New Recovery forms to the Inspector-General of Police.	G. 51-53—Pol. 41-37-6, dated 29th October 1937.
19.	Contractors' Order Book to the Inspector-General of Police.	P. 65-66—Pol. 50-37, dated 21st—22nd October 1937.
20.	Five kinds of forms to the Sandalwood Oil Factory. Cheque books to :— (1) Industrial and Testing Laboratory and Bitumen and Lac Sections. (2) Weaving Factory. (3) Sandalwood Oil Factory. (4) Reminder Cards. (5) Forwarding letter.	G. 3408—P. & S. 2-37-29, dated 30th October 1937.
21.	Returns relating to Manure forms to the Director of Agriculture.	D. 3522-24—A. & E. 59-36-3, dated 11th November 1937.
22.	Register of Fire Arms Deposited to the Inspector-General of Police.	G. 2548-50—Pol. 88-37-2, dated 16th November 1937.
23.	Register of Births and Deaths (3 to 13) to the Director of Public Health.	G. 3999—P. & S. 2-37-34, dated 19th November 1937.
24.	Eighteen kinds of Regulation forms to the Executive Engineer, K. R. S. Division.	G. 4180—P. & S. 2-37-38, dated 26th November 1937.
25.	New Form for the Coffee Experimental Farm, Balehonnur, to the Meteorological Observer, (Department of Agriculture).	G. 4309—P. & S. 2-37-40, dated 4th December 1937.
26.	Revised Enrolment form to the Chief Commandant, Mysore State Troops.	G. 4831—P. & S. 2-37-51, dated 20th December 1937.
27.	Concession Certificate form to the Horticultural Society, Lal-Bagh, Bangalore.	D. 4781—G. G. 89-37-2, dated 10th January 1938.
28.	Daily Gauge Report of Bannur Tank, to the Executive Engineer, Lower Channels Division, Mysore.	G. 5539—P. & S. 2-37-62, dated 14th January 1938.
29.	Radiogram Register, Screening Register and Issue Register to the Superintendent, Medical Stores, Bangalore.	G. 5333, dated 13th January 1938.
30.	Progress Cards of Buildings to the Chief Engineer of Mysore.	G. 5647—P. & S. 2-37-65, dated 21st January 1938.
31.	Declaration of Memorandum forms for sending licenses without acknowledgments and with acknowledgments to the Inspector-General of Police.	G. 5405—P. & S. 2-37-61, dated 15—17th January 1938.
32.	Monthly Report of work done by the Agricultural Inspectors to the Director of Agriculture.	G. 5294-96—A. E. 131-37-2, dated 24th January 1938.
33.	Forms pertaining to the revision of Akarbands to the Superintendent of Land Records.	G. 3363-6—L. R. 190-37-6, dated 21st January 1938.
34.	Return of Special Rainfall Cards to the Meteorologist.	G. 5820—P. & S. 8-37-69, dated 27th January 1938.
35.	Gynæcological Case Sheets to the Medical Stores.	G. 6195—P. & S. 2-37, dated 3rd—4th February 1938.
36.	Triplicate Receipt Books (For Sugarcane purposes) to the Deputy Commissioner, Mysore District.	G. 6189—P. & S. 2-37-76, dated 3rd February 1938.
37.	Fourteen kinds of forms and registers to the Manager, Rural Welfare Centre, Closepet.	G. 4680—P. & S. 2-37-46, dated 16th December 1937.

No.	Registers and Forms.	Number and Date of Government Order.
38.	Letter Heads to the Assistant Engineer, Well Boring Section, Department of Health.	G. 6434—P. & S. 2-37-83, dated 10th February 1938.
39.	Five kinds of C. V. D. Forms to the Agricultural Department.	G. 6495—P. & S. 2-37-87, dated 14th February 1938.
40.	Log Books of Belagola Pumping Station and Jewell Filters, Mysore, to the Director of Public Health.	G. 6523—P. & S. 2-37-86, dated 15th February 1938.
41.	Denatured Spirit Export form (Form No. 194) to the Excise Commissioner in Mysore.	G. 6633—P. & S. 2-37-89, dated 17th February 1938.
42.	Revised Pay Bill form to the Chief Commandant, Mysore State Troops, Bangalore.	Fl. 4994-96—G. F. 199-37-2, dated 4th March 1938.
43.	Supply of Certificate forms of Birth, Death and Marriage to the Director of Public Health.	7250—P. H. 154-36-14, dated 5th March 1938.
44.	Loan Acknowledgment forms to all the Deputy Commissioners of Districts.	G. 8964—P. & S. 2-37-133, dated 10th May 1938.
45.	Chellan forms used for Cycle Licenses to the President, City Municipal Council, Mysore.	L. 9470-2—Ml. 213-37-2, dated 23rd May 1938.
46.	Standard Phod Register to the Taluk Offices.	R. 5201-3—L. R. 396-37-2, dated 27th May 1938.
47.	Coffee Taccavi Loans and Security Bond forms to the Deputy Commissioner, Kadur District.	G. 9437—P. & S. 2-37-142, dated 27th May 1938.
48.	Coffee Taccavi Loans and Security Bond forms to the Sub-Division Officer, Chikmagalur.	G. 9718—P. & S. 2-37-146, dated 3rd June 1938.
49.	Form for Licensing of Vehicles to the President, City Municipal Council, Mysore.	L. 10370-2—Ml. 31-37-135, dated 28th June 1938.
50.	Three thousand copies of Notice forms to the Executive Engineer, Water Supply Division, Bangalore.	G. 9881—P. & S. 2-37-149, dated 13th June 1938.
51.	Coffee Taccavi Loan forms to the Sub-Division Officer, Saklespur.	G. 9926—P. & S. 2-37-152, dated 16th June 1938.

Additional supplies of the following forms and registers were made to the offices noted against them in accordance with the Government orders noted against each :—

No.	Registers and Forms.	Number and Date of Government Order.
1.	Treasury Inspection Report forms to the Deputy Commissioner, Shimoga.	G. 789—P. & S. 2-37-5, dated 29th July 1937.
2.	C. O. No. 15—Pen. and 6 to the Comptroller.	G. 1802—P. & S. 2-37-14, dated 24th August 1937.
3.	D. C. Bill, T. A. and Establishment Bill forms to the Deputy Commissioner, Hassan District.	G. 1830—P. & S. 2-37-17, dated 25th August 1937.
4.	Eighteen Day Books to the Deputy Commissioner, Shimoga District.	G. 3337—P. & S. 2-37-38, dated 27th September 1937.
5.	Fifty Prescription Books to the Superintendent, Medical Stores.	G. 4753—P. & S. 2-37-48, dated 17—20th December 1937.
6.	Twelve kinds of Revenue Collection forms to the Amildar, Srinivaspur Taluk.	G. 5220—P. & S. 2-37-36, dated 11th January 1938.
7.	Six kinds of Demonstration forms to the Director of Agriculture.	D. 5538-39—157-37-2, dated 29th January 1938.
8.	Criminal Form No. 31 to the Special First Class Magistrate, Davangere.	G. 5916—P. & S. 2-37-71, dated 28th January 1938.
9.	Civil Registers, Nos. VII(a), (b), (c), (d) and (e) to the Official Receivers of Shimoga and Mysore.	G. 6272—P. & S. 2-37-80, dated 7th February 1938.
10.	Criminal Form No. 31 to the Second Magistrate, Mysore.	G. 6275—P. & S. 2-37-79, dated 7th February 1938.
11.	Survey Form No. 198 to the Director of Land Records.	R. 6858—P. & S. 2-37-90, dated 25th February 1938.
12.	Treasury Forms to the District Treasury Officer, Tumkur.	G. 7147—P. & S. 2-37-93, dated 24th March 1938.

12. *Important Administrative Measures.*—(1) In view of the continued financial stringency and the reduced budget provision made under "Cost of Printing Paper and Stationery," it was ordered in Government Order No. G. 10205-50—P. & S. 50-37-11, dated 27th June 1938, that the reduced *scale of supply of stationery articles and forms and registers at 75 per cent of the* sanctioned quantities in the case of 'Essential' stationery articles and forms and registers and 50 per cent in the case of the 'Luxury' articles and forms and registers not required for daily use be continued during the year 1938-39 also. Sanction has been accorded by Government in the above order to the revision of the Standing lists of all Government offices with effect from the year 1939-40, so as to provide for the full quantities required for each office according to its needs and the average consumption during the past two years.

(2) Government having in their Order No. D. 6432-6500—I. & C. 300-35-1, dated 29th April 1936, directed that the Mysore Government will purchase the varieties of paper manufactured by the Paper Factory established at Bhadravati to the extent of their requirements, provided quality and price are satisfactory, an indent has been placed with the Mysore Paper Mills, Ltd., through the Secretary, Stores Purchase Committee, for such of the papers as can be manufactured by the Mills during the year 1938-39.

Permission was accorded to the Mysore Paper Mills, Ltd., to remove waste papers of all varieties from all offices and institutions under Government manage--

No.	Registers and Forms.	Number and Date of Government Order.
13.	Stock Certificate form (Form 53, M.C.A.C., Vol I.) to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G. 7402—P. & S. 2-37-100, dated 11th March 1938.
14.	Acquisition Forms to the Sub-Division Officer, Tumkur.	G. 7476—P. & S. 2-37-102, dated 14th March 1938.
15.	Form of Collection of Statistics of Venereal Diseases.	G. 7478—P. & S. 2-37-104, dated 14th March 1938.
16.	Three thousand Label Forms (M. S. No. 11-A) to the Medical Stores.	G. 7512—P. & S. 2-37-104, dated 16th March 1938.
17.	Revised List of forms to the Superintendent, Vaccine Institute.	G. 7622—P. & S. 1-37-162, dated 21st March 1938.
18.	Revenue Collection forms to the Amildar, Chamarajnagar Taluk.	G. 7656—P. & S. 2-37-108, dated 22nd March 1938.
19.	Rainfall Cards to the Amildar, Manjarabad Taluk.	G. 7635—P. & S. 2-37-106, dated 22nd March 1938.
20.	Excise Form No. 194 to be prepared and supplied in tear-off books.	G. 7844—P. & S. 2-37-110, dated 28th March 1938.
21.	Collection of Statistics of Cattle Mortality in the State to the Superintendent, Civil Veterinary Department.	D 6962—Stcs. 37-37, dated the 29th March 1938.
22.	Four thousand copies of Pension Forms and 1,000 Daily Cash Account Forms to the Deputy Commissioner, Treasury Department, Mysore.	G. 8556—P. & S. 2-37-122, dated 2nd April 1938.
23.	Revenue Collection Forms to the Taluk Office, Sagar.	G. 8790—P. & S. 2-37-130, dated 4th April 1938.
24.	Water Supply Forms to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G. 8897—P. & S. 2-37-131, dated 9th May 1938.
25.	One thousand Index of Lands Registers of different sizes (300, 50 & 25 pages) for R.R. Works to the Superintendent of Land Records.	R. 4938—P. & S. 56-37-2, dated 9th May 1938.
26.	Registration No. 7 to all the District Registrars.	Fl. 6993-95—Regis. 2-37-138, dated 18th May 1938.
27.	Treasury Inspection Report Forms to the Deputy Commissioner, Treasury Department, Shimoga.	G. 9210—P. & S. 2-37-138, dated 20th May 1938.
28.	Seven kinds of Revenue Collection Forms to all the Amildars of the Bangalore District.	G. 9208—P. & S. 2-37-139, dated 20th May 1938.
29.	Income-tax Forms to the Income-tax Officers of Shimoga and Chitaldrug Districts.	Fl. 7662-64—I. T. 29-37-4, dated 14th June 1938.

12. *Important Administrative Measures.*—(1) In view of the continued financial stringency and the reduced budget provision made under "Cost of Printing Paper and Stationery," it was ordered in Government Order No. G. 10205-50—P. & S. 50-37-11, dated 27th June 1938, that the reduced scale of supply of stationery articles and forms and registers at 75 per cent of the sanctioned quantities in the case of 'Essential' stationery articles and forms and registers and 50 per cent in the case of the 'Luxury' articles and forms and registers not required for daily use be continued during the year 1938-39 also. Sanction has been accorded by Government in the above order to the revision of the Standing lists of all Government offices with effect from the year 1939-40, so as to provide for the full quantities required for each office according to its needs and the average consumption during the past two years.

(2) Government having in their Order No. D. 6432-6500—I. & C. 300-35-1, dated 29th April 1936, directed that the Mysore Government will purchase the varieties of paper manufactured by the Paper Factory established at Bhadravati to the extent of their requirements, provided quality and price are satisfactory, an indent has been placed with the Mysore Paper Mills, Ltd., through the Secretary, Stores Purchase Committee, for such of the papers as can be manufactured by the Mills during the year 1938-39.

Permission was accorded to the Mysore Paper Mills, Ltd., to remove waste papers of all varieties from all offices and institutions under Government manage-

ment and the local bodies except the Mysore Railway Department, the cost of the waste paper at Rs. 6 per ton being adjusted by the Mills through the Superintendent, Government Printing (Government Order No. G. 1415-70—P. & S. 23-37-1, dated 12—13th August 1937).

(3) Special supply of file-boards not exceeding 250 to each of the Secretaries to Government, Public Works, Railways and Electrical Departments, once in two years and thir supply on indents of the General and Revenue Secretariat and on special requisitions to the Palace and Dewan's office was sanctioned (G. O. No. G. 1034-8—P. & S. 91-36-2, dated 5—6th August 1937).

Supplemental supply of file-boards to the Chief Engineer, Krishnaraj Sagar Works, Bangalore, and a supply not exceeding 200 file-boards once in two years to the Krishnaraj Sagar Secretariat were authorised (Government Order No. 2655—P. & S. 6-37-6, dated 20th—23rd September 1937).

The supply of 500 file-boards required for use in the Traffic Manager's Office and the office of the District Traffic Superintendent, Mysore State Railway, from the Government Branch Press, Mysore, was sanctioned (Government letter No. G. 4667—P. &. S. 6-37-4, dated 16th December 1937).

(4) The arrangement to restrict the supply of Scissors to Gazetted Officers at the discretion of the Superintendent during the currency of the Economy Orders, was approved in Government letter No. G. 1846—P. & S. 1-86-262, dated 26th August 1937.

(5) The purchase through the Stores Purchase Committee and stocking of 50 gross of superior nibs for a restricted supply to Heads of Departments and Secretaries to Government, was sanctioned in Government Order No. G. 1981-3—P. & S. 4-37-17, dated 30th—31st August 1937.

(6) The inclusion of Finger Printing plate in the List of Periodical articles under Appendix E of the revised Stationery Rules and its supply once in five years was sanctioned in accordance with Government letter No. G. 3171—P. & S. 1-37-53, dated 16—20th October 1937.

(7) The supply of Tub-size Double Foolscap paper 28 lbs., in small quantities for the use of the Secretaries to Government and the major Heads of the Departments was sanctioned in Government Order No. G. 3897-8—P. & S. 1-37-75, dated 18th November 1937.

(8) The supply of copying pencils to departments other than Public Works and Railways, where necessary, was sanctioned in Government letter No. G. 412—P. & S. 1-37-82, dated 24th November 1937.

(9) The continuance of stationery supplies to the offices of the Railway Department after the 1st January 1938, until independent arrangements are made by the department, was sanctioned in Government Order No. G. 4998—P. & S. 1-37-116, dated 28—29th December 1937.

(9) Cyclostyle impression papers and ink required for the use of the Government offices and thumb impression pads and ink for the use of the Process Establishment of Munsiffs' Courts were stocked and supplied to the offices concerned during the year, in accordance with Government Orders Nos. G. 9640-50—P. & S. 55-36-4, dated 22nd—24th June 1937 and G. 4840-1—P. & S. 33-36-2, dated 9—15th January 1937.

13. *Inspection.*—The stock of forms and stationery articles of the offices in Bangalore City was inspected as and when opportunity arose. The number of offices inspected was three. The attention of the officers was drawn to the necessity for a proper arrangement of forms and the maintenance of accounts relating to the receipt and issue of stationery articles and forms. A surplus stock of forms, registers and stationery articles valued at Rs. 793-8-5 was found in the offices, of which stock of the value of Rs. 707-13-4 was got back to the Press for supply to other offices, the balance amounting to Rs. 85-11-1 being permitted to be retained by the offices, so as to save transit charges. In the latter case, a proportionate reduction was made out of their annual supplies.

Under instructions from the Chief Secretary to Government, the accounts of stationery articles of the General and Revenue Secretariat were inspected in April 1938. Certain errors and defects were noticed and a report about the deficit of

Rs. 158-15-0 in the stock of certain stationery articles was submitted to the Chief Secretary to Government.

14. *Temporary Establishment.*—The services of the additional hand sanctioned by Government temporarily for one year on Rs. 20 per mensem from 5th August 1937, were utilised for work connected with the adjustment of bills for supplies made to the Paying Departments. As a result of concentration on this work, increased realisations amounting to Rs. 45,221-0-8 and aggregating Rs. 51,107-4-7, including those under adjustment in the Comptroller's Office, against the budget estimate of Rs. 37,500 have been secured. A recommendation has been submitted to Government for making the additional clerk permanent so as to keep the work of the office in an up-to-date condition. If the additional clerk is made permanent, it will be possible to show better results in the working of the Depôt in the coming years.

15. *Conclusion.*—The Gazetted and the non-Gazetted Staff of the Stationery Depôt have worked satisfactorily during the year.

I have the honour to be,

Sir,

Your most obedient servant,

B. VENKATASUBBA RAO,
Ag. *Superintendent.*

W D 325—GPB—125—25-10-38

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore, 22nd February 1939.

No. G S 233/PHS 37-38-8

From

The Secretary to the Government of His Highness the Maharaja of Mysore,
Development Department.

To

The Superintendent,
Government Printing,
Bangalore.

Sir,

With reference to your letter No.2942 dated 28th January 1939 requesting for the supply of another 40 copies each of the Annual Administration Reports of the Government Press and of the Stationery Depot for the year 1937-38, I am directed to forward herewith 40 copies of the Report of the Stationery Depot and to state that spare copies of the Report of the Government Presses are not available.

I am to add that if copies of the Report on the Governmer Presses are quite essential another 100 copies of the Report may be reprinted.

In future 200 copies each of these reports may be printed and 50 copies each of the same kept in your office.

I have the honour to be,
Sir,
Your most obedient servant,

C. D. Ramanatha Char

for Secretary to Government,
Development Department.